

The Texas Private School Accreditation Commission is composed of professional private school associations concerned with, and supportive of, educational standards of excellence for all children. The Commission's special mission is to validate the accreditation programs of its member associations.

TEPSAC Policy Manual

July 2021



**TEXAS PRIVATE SCHOOL
ACCREDITATION COMMISSION**

3801 N Capital of TX Hwy, Suite E-240 PMB 173
Austin, TX 78746
(512) 499-8377
laura@texasprivateschools.org

Table of Contents

Foreword and History	1
Texas Private School Accreditation Commission By-Laws.....	4
Texas Private School Accreditation Commission Policies	7
1.0.0 Approval Process	7
2.0.0 Complaints	7
3.0.0 Commissioner’s Visitation.....	8
4.0.0 Budget/Finance	8
5.0.0 Election Procedures.....	8
6.0.0 Staff.....	8
7.0.0 Records Retention and Destruction.....	8
8.0.0 Financial Management.....	11
Criteria for Approving Accrediting Associations	14
A. Requirements Related to Foundational Elements	14
B. Requirements Related to Standard Practices.....	14
C. Requirements Related to Credibility.....	16
D. Requirements Related to Autonomy	16
E. Association Standards Required for School Accreditation.....	17
Steps in Completing Application for Approval	18
Removal of an Association from Commission Membership.....	20
Appeals Procedures	20
Application for Membership	22
Guidelines for Application Preparation.....	23
TEPSAC Checklist and Report Format for On-Site Accreditation Team Visit.....	25
TEPSAC Checklist and Report Format for Association Office Visit	26
Annual Report Form	28

Foreword

This policy book contains the bylaws of the Texas Private School Accreditation Commission (TEPSAC) and information for accrediting agencies who wish to be approved to accredit private schools in Texas. None of this policy book applies directly to private schools. TEPSAC does not directly accredit private schools.

The role of TEPSAC is to oversee and approve associations for the purpose of accrediting schools in Texas.

(revised July 2021)

History

Accreditation of public schools in Texas dates back to 1885, when a loose system was established to assure that graduates of Texas public high schools would be admitted to the University of Texas without further examination. By the turn of the century, a Bureau of Education, a state superintendent of public instruction, and a State Board of Education were overseeing public education. At that time, Catholic high schools began petitioning for state accreditation. As a result, the state began accrediting private schools in 1908, always at the discretion of the state superintendent.

State oversight of public education began a path of increasing standards with passage of the Gilmer-Aikin act in 1949, which created the Texas Education Agency of today. In years to follow, a growing state and national spotlight on public education led to increased work for TEA, and by the 1980s, state accreditation of private schools had become a superficial process. The TEA visiting team spent very little time on each private school campus. Private school leaders began discussing prospects for a more robust process.

A massive restructure of Texas public education enacted in 1985 known as House Bill 72 created mandates, parameters, and oversight requirements that required substantial additional work by the accreditation division of TEA. As a result, the Commissioner of Education at the time, W. N. Kirby, called a meeting with members of the board of the Texas Association of Nonpublic Schools (TANS), now the Texas Private School Association (TPSA), on May 13, 1985, to announce his proposal that the State Board of Education (SBOE) discontinue TEA accreditation of private schools.

The TANS delegation included its President Robert W. Tobin, headmaster of the All Saints Episcopal School in Lubbock; Richard Daly, Executive Director, and George Solana, education director, of the Texas Catholic Conference; James Clizbe, Vice President of the Texas Conference of Seventh –Day Adventist; Keith Loomans, Coordinator of Lutheran schools of the Lutheran Church – Missouri Synod; Andy Broadus, Headmaster of the Oakridge School in Arlington; and Vicki Szukalla, TANS coordinator.

Dr. Kirby spelled out three reasons that TEA would recommend discontinuing private school accreditation at the SBOE’s July meeting: that the TEA legal counsel had questioned the legality of using state regulations and state funding for the accreditation of private schools; fiscal constraints on TEA due to increased regulatory responsibilities mandated by House Bill 72, and the fact that not all TEA regulations for accreditation applied to private schools.

The TANS expressed the primary private school concerns with the decision: recognition of student credits for transfer to other schools, recognition of teachers’ service records, acceptance of graduates’ into state colleges and universities, use of the Regional Service Centers, participation in federal programs, and listing as “approved schools” in the *Texas School Directory*, by which they had been receiving “all the rights and privileges accorded to TEA accredited schools.”

Negotiations over the next several months led to a compromise whereby the SBOE adopted §97.7 into its revised accreditation code:

§97.7 Non-Public Schools

The Commissioner of Education shall be authorized to review the standards of other accrediting bodies which accredit non-public schools in Texas. Where the Commissioner determines that such standards are comparable to the standards in this chapter, the Commissioner may recognize the accrediting association. The Commissioner shall disseminate information on schools accredited by associations recognized by the Commissioner. Student credits earned in non-public schools accredited by a recognized association shall be transferrable to Texas public schools, and teacher service in accredited non-public schools shall be creditable in accordance with Chapter 121, Subchapter C, of this title (related to Years of Service for Salary Increment Purposes).

Commissioner Kirby promised the associations that all schools already accredited by TEA would continue to be recognized as TEA accredited until they had sufficient time to secure alternative accreditation.

TANS took immediate action in response to the SBOE's decision, resulting in a detailed proposal for the creation of the Texas Private School Accreditation Commission (TEPSAC) as an umbrella organization for the approval of private accreditation groups. It would provide a means of state recognition for a private process of accreditation of nonpublic schools

TANS representatives sent the proposal to the Commissioner of Education in October of 1985 and after several iterations, the Commissioner approved the proposal to become effective on February 12, 1986. Under the agreement, the state recognized the accreditation of Texas private schools accredited by associations certified by TEPSAC as having standards comparable to 19 TAC Chapter 97. The agreement permitted students at these schools to transfer their credits to public schools and permitted teachers at such schools to have their experience counted for salary purposes if they took positions in public schools.

By November of 1986, ten associations had applied for membership in the newly created accrediting Commission: the Association of Christian Schools International, the Christian School Association of America (renamed the National Christian School Association the next year), the Independent Schools Association of the Southwest, the Lutheran Church-Missouri Synod, the Southern Association of Colleges and Schools, the Southwest Association of Episcopal Schools, the Texas Alliance of Affiliated Private Schools, the Texas Association of Baptist Schools, the Texas Catholic Conference, and the Texas Conference of Seventh-Day Adventists.

In 1987, TEPSAC established criteria, standards, reporting, and appeals procedures to establish an accountability process of accreditation comparable to that of Texas public schools without compromising the private schools' unique qualities or surrendering their rights to operate independently and with the context of their own educational policies.

Early leadership in TEPSAC grew out of the TANS membership. Until 2007, TEPSAC depended on TANS for some of its support, sharing a common Executive Director and the office and headquarters for that director. Although the TEPSAC no longer depends TANS/TPSA for financial support, the two organizations reached an agreement in 2015 to once again share an Executive Director.

Later, the State Sunset Commission was assigned to review the State Board of Education, which eliminated all its rules, including the one which created TEPSAC. The TANS board successfully worked with the TEA Education Commissioner to obtain his continued recognition of TEPSAC. Each TEA Commissioner since that time has renewed the agreement.

The relationship of TEPSAC with the State Commissioner of Education continues to allow for the following activities related to accredited private schools:

- Transferability of student credits earned in accredited non-public schools to Texas public schools

- Recognition of teacher service in accredited non-public schools for salary increment purposes in Texas public schools
- TEPSAC meetings held biannually with agency liaisons to ensure the ongoing integrity and quality of the process
- Listing of all accredited elementary and secondary private schools with official state numbers on the TEA website as a link to www.tepsac.org.
- Recognition of private schools as state-accredited as required for many public and private grant purposes.

In practice, private school accreditation standards are often more rigorous than public school standards in operations, curriculum, staffing, and instruction. These standards include: consideration of the school's goals and objectives; compliance with state and federal statutes; effective administration and governance; the teaching of a rigorous curriculum; hiring qualified instructional leaders with college degrees; student achievement; and quality of learning standards.

Currently, TEPSAC has approved 19 agencies to accredit Texas private schools:

- Accreditation Commission of Baptist Schools (ACTABS)
- American Association of Christian Schools (AACCS)
- American Montessori Society (AMS)
- Association of Classical and Christian Schools (ACCS)
- Association of Christian Schools International South-Central Region (ACSI)
- Association of Christian Teachers and Schools (ACTS)
- Christian Schools International (CSI)
- Independent Schools Association of the Southwest (ISAS)
- International Christian Accrediting Association (ICAA)
- Lutheran Schools Accreditation Commission (LSAC)
- Middle States Association Commissions Elementary and Secondary Schools (MSA)
- National Christian Schools Association (NCSA)
- Southern Association of Colleges and Schools Council on Accreditation and School Improvement/AdvancED (SACS-CASI)
- Southern Association of Independent Schools (SAIS)
- Southwestern Association of Episcopal Schools (SAES)
- Texas Alliance of Accredited Private Schools (TAAPS)
- Texas Catholic Conference Education Department (TCCED)
- Texas Seventh Day Adventists School System (TSDASS)
- Wisconsin Evangelical Lutheran Synod School Accreditation (WELSSA)

Texas Private School Accreditation Commission By-Laws

Article I. Name

The name of the organization shall be Texas Private School Accreditation Commission (TEPSAC).

Article II. Purpose

It shall be the purpose of TEPSAC:

- A. To approve accrediting associations, which meet the requirements established by TEPSAC for accrediting schools offering preschool through 12th grade in the state of Texas.
- B. To assist associations in developing acceptable and educationally sound standards for accreditation.
- C. To serve as advisor to the Texas Education Agency in determining educational quality in the nonpublic schools in the state.
- D. To assist all nonpublic schools accredited by TEPSAC-approved associations in obtaining the following services and recognition:
 1. Transfer of student credits to Texas public schools.
 2. Creditable teacher service for salary purposes.
 3. Information from the Texas Commissioner of Education.
 4. Use of the Regional Education Service Centers.
 5. Listing on the TEPSAC website (www.tepsac.org).
 6. Acceptance of graduates into colleges and universities which stipulate graduation from an accredited high school.
 7. Approval as a school site for field-based teacher certification requirements.

Article III. Membership

The membership shall be comprised of associations that have been approved by TEPSAC and submitted to the Commissioner of Education for recognition. An association is a member in good standing as long as it meets the responsibilities listed in the Criteria for Approving Accrediting Associations as stipulated in the TEPSAC manual.

Article IV. Governance

Section 1. Eligibility and Appointment of Commissioners

1. The governing board shall be composed of a representative/commissioner from each member association.
2. An association shall appoint a representative/commissioner from its administrative/decision-making body who is competent and knowledgeable in the accreditation process.

3. The Commission shall include a representative/liaison appointed by the Texas Commissioner of Education.
4. An approved association may change its representative by giving written notice to the Chair of TEPSAC.
5. A TEPSAC commissioner may be removed from office for just cause by the unanimous vote of the remaining commissioners. Just cause shall include, but not necessarily be limited to, two consecutive unexcused absences from regularly scheduled meetings or failure to discharge fully his/her duties or responsibilities. In the event a commissioner has been removed from office, the recognized association shall be requested to appoint a new representative.

Section 2. Officers and Executive Committee

The following officers shall be nominated and elected for a two-year term at the spring meeting.

1. The Chair shall:
 - a. Preside over meetings
 - b. Appoint committees as necessary
 - c. Disseminate to commissioners educational information from the State Board of Education, Texas Education Agency, and the Texas Legislature
 - d. Make certain that official records are kept concerning the approval procedure and continued compliance with all criteria by each member
2. The Vice Chair shall preside in the absence of the Chair
3. The Secretary shall:
 - a. Ensure that accurate minutes of meetings are taken and approved
 - b. Ensure that official Commission membership records are maintained and that they are current and accurate
 - c. Ensure that proper notification is given of Commission meetings as specified in the by-laws
4. The Treasurer shall:
 - a. Ensure that an appropriate and adequate system of financial management and accounting has been implemented for the Commission that follows generally accepted accounting principles and procedures and that all finances are managed effectively, accurately, and with integrity
 - b. Work with the Executive Director to develop the annual budget and monitor its implementation
 - c. Present, at each regular Commission meeting, a current Budget vs. Actual and other financial reports as appropriate to keep the Commission informed of key financial events, trends, concerns, and overall fiscal health
 - d. Comply with the established audit or review policy as directed by the Commission
5. The elected officers and the immediate past-Chair shall constitute the Executive Committee.

Article V. Commission Meetings

Section 1. The semi-annual meetings shall be in the second and third quarters of each calendar year.

Section 2. At the semi-annual meetings, the Executive Director shall present for approval all regularly scheduled meetings for the next year.

Section 3. The Chair may call a special meeting, providing he/she has polled the commissioners to be assured a quorum will be in attendance.

Section 4. Each commissioner shall have one vote. No substitute voting or voting by proxy shall be permitted. (Exceptions: Article VI, Section 4.)

Section 5. A quorum is necessary for conducting any business at a stated or called meeting. A quorum is established when three-fourths of the membership is present.

Section 6. Business shall be conducted by the Robert's Rules of Order, which may be modified as needed.

Article VI. Amendments to By-Laws

Section 1. These by-laws may be amended by a two-thirds vote of the Commission.

Section 2. Proposed changes in the by-laws and the rationale for each change must be submitted in writing to the Chair and signed by the sponsoring commissioner.

Section 3. The Chair must distribute the proposed amendment change to all commissioners thirty (30) days prior to the meeting. Appropriate wording in the minutes of the previous meeting shall also constitute due notice.

Section 4. In the event a commissioner cannot attend the meeting, a written proxy shall be accepted when voting for an amendment change, when voting pro or con for acceptance of an organization, or when voting on other important issues which may affect Commission members, providing the proxy is delivered before or at the meeting.

Texas Private School Accreditation Commission Policies

1.0.0 Approval Process

1.1.0 Evaluation of Established Procedures and Association Accreditation Standards

The evaluation of an association's performance with respect to the published criteria will be based on the association's own self-description and a visit by a commissioner to an accrediting association's most appropriate office where the records are kept that are most germane to TEPSAC (The visit to the association's office is a requirement for initial approval only and not required for the ten-year re-evaluation). There should also be an observation of one of the association's on-site visits. Visits can be made in other states if a Texas school is not available provided the standards and procedures being used for the visit are the same as would be used for a Texas school. The visiting team must observe a visit that is using the applicant commission's standards. A visit to one association meeting where accreditation is considered is also required as well as a written report to the Commission. The report assures the public and Commissioner of Education that the accrediting association meets the TEPSAC association approval requirements.

1.2.0 Annual Report

1.2.1 Each association will submit an annual report to the TEPSAC office by September 1st each year. The report shall include a roster of accredited schools and a summary of accreditation activity during the year including a list of significant changes in procedures, standards and/or operations; an update of programs (workshops and team training); a current list of the officers and/or governing board; and other information deemed appropriate.

1.2.2 Each association's annual report will be reviewed by another TEPSAC member association as assigned by the TEPSAC Executive Director. The assigned reviewer of a respective association's annual report will present an oral summary of that report at the next TEPSAC Commission meeting along with a recommendation regarding continued approval of the respective association reviewed. The association will be open to answering questions about its annual report by the TEPSAC commissioners.

1.3.0 Re-evaluation/Approval

An association, at the end of each ten-year cycle, will undergo re-evaluation. The designated commissioner shall review the association and submit a report.

2.0.0 Complaints

TEPSAC policy on requests to investigate member institutions charged with violations of TEPSAC standards depends on the nature of the charges and the evidence presented. Only substantially supported allegations of practices which could detract to a serious degree from the quality of the association's accreditation program will be considered by the Commission.

The Commission will not intervene on behalf of individuals or schools or act as a court of disciplinary action unless the context suggests the kind of capricious, unprofessional action which detracts from an association's accreditation program.

A complaint must be filed in writing and submitted with supporting evidence. If the TEPSAC Executive Director deems it of sufficient validity, the Executive Director and a Commission representative appointed

by the Chair of the Commission will investigate the complaint with the knowledge of and in conference with those who are concerned. The TEPSAC Executive Director will then report the results of such a preliminary investigation to the Commission for instruction on further action.

3.0.0 Commissioner's Visitation

A TEPSAC commissioner, for his own interest, may observe any accreditation related visit conducted by a member association. The association to be observed should receive notice of the commissioner's intent to do so. The costs associated with the observation should be borne by the commissioner.

4.0.0 Budget/Finance

4.1.0 The annual budget will be developed under the direction of the Treasurer and approved by the Commission.

4.2.0 Each member association is responsible for the expenses of its representative to the Commission.

4.3.0 The annual fee is due and payable on July 1, but may be paid in two equal payments on July 1 and January 1. A late charge of ten percent will be charged when payment is more than thirty days late.

4.4.0 When commissioners travel on behalf of TEPSAC and approval is given by the Chair, TEPSAC is responsible for the expenses.

4.5.0 The TEPSAC checking account requires only one signature. Signatories are named by the Chair.

4.6.0 The membership application fee is posted on the "Application for Membership."

5.0.0 Election Procedures

5.1.0 The term of office for the Vice-Chair, the Chair-elect, and all officers is two years.

5.2.0 An appropriate gift of appreciation will be presented to each outgoing Chair.

6.0.0 Staff

TEPSAC shall employ a person to provide support services as deemed necessary by the Commission. The expenses of maintaining an office shall be paid by the Commission according to the budget prepared by the Treasurer and approved by the Commission.

7.0.0 Records Retention and Destruction

This policy represents the policy of TEPSAC (the "organization") with respect to the retention and destruction of records, both in hard copy and electronic media. In this policy, the definition of the term "records" is based on the state's definition of "record" (see Texas Government Code – Sec 441.031) and means a document, book, paper, photograph, sounding recording, or other material made or received by TEPSAC according to law or in connection with the transaction of official TEPSAC business.

7.1.0 Purposes

Purposes of the Policy include (a) retention and maintenance of records necessary for the proper functioning of the organization as well as to comply with applicable legal requirements; (b) destruction of records which no longer need to be retained; (c) guidance for the TEPSAC Board of Commissioners, officers, staff and other constituencies as appropriate with respect to their responsibilities concerning

record retention and destruction; (d) elimination of accidental or innocent destruction of records; and (e) facilitation of TEPSAC's operations by promoting efficiency and freeing up valuable storage space.

The organization shall dispose of records in a systematic manner and in the normal course of business after record retention periods have expired. This protocol will help manage the costs of maintaining records that are no longer administratively or legally valuable and the effort needed to maintain them.

7.2.0 Administration

The Executive Director of TEPSAC shall be the administrator ("Administrator") in charge of the administration of this Policy.

7.2.1 The Administrator's responsibilities shall include:

- a. supervising and coordinating the retention and destruction of records pursuant to the Policy and particularly the Record Retention Schedule adopted by the Commission,
- b. informing individual commissioners, staff, volunteers, and other constituencies as needed of their responsibilities with regard to compliance with the policy,
- c. reporting to the Commission as appropriate and necessary of actions taken regarding the implementation of the policy,
- d. making and documenting changes to the record retention schedule from time to time as necessary to comply with law and/or to include additional or revised record categories as may be appropriate to reflect organizational policies and procedures, and
- e. periodically review this policy and policy compliance with legal counsel and report to the Commission as to compliance.

7.2.2 Privacy

It shall be the responsibility of the Administrator to determine how privacy laws will apply to the organization's records from and with respect to employees/staff and other constituencies and to establish reasonable procedures for compliance with any applicable privacy laws.

7.2.3 Emergency Planning.

Records shall be stored in a safe and accessible manner. Records which are necessary for the continued operation of the organization in the case of an emergency shall be regularly duplicated or backed up. The Administrator shall develop reasonable procedures for record retention in the case of an emergency.

7.3.0 General Guidelines

From time to time, the organization may establish or modify retention or destruction policies or schedules for specific categories of records in order to ensure continuing legal compliance, and also to accomplish other objectives, such as preserving intellectual property and cost management.

Several categories of records that warrant special consideration are identified below. While minimum retention periods are established, the retention of the records identified below and of records not included in the identified categories should be determined primarily by the application

of the purposes and general guidelines affecting record retention, as well as the exception for litigation-relevant records and any other pertinent factors.

7.4.0 Exception for Litigation-Relevant Records

The organization expects all commissioners, officers, directors, and employees to comply fully with any published records retention or destruction policies and schedules, provided that all commissioners, officers, directors, and employees should note the following general exception to any stated destruction schedule: If you believe, or the organization informs you, that organization records are relevant to litigation, or potential litigation (i.e. a dispute that could result in litigation), then you must preserve those records until it is determined that the records are no longer needed. These, and any other legal holds apply to any and all copies of held records maintained by any employee of TEPSAC. This exception supersedes any previously or subsequently established destruction schedule for those records.

7.5.0 Record Retention

TEPSAC follows the record retention procedures outlined below. Records that are not listed, but are substantially similar to those listed in the schedule will be retained for the appropriate length of time.

Type of Record	Minimum Requirement
Corporate/Legal Records	
Articles of Incorporation and Amendments	Permanent
Bylaws and Amendments	Permanent
Minutes of Meetings	Permanent
TEPSAC Policies	Permanent
Contracts – Final, Executed	Term of contract plus 5 years
Tax Filings/Exemptions	
Employer Identification (EIN) Designation	Permanent
IRS Exemption Application	Permanent
IRS Exemption Determination Letter	Permanent
990 Filings	Permanent
State Exemption Application	Permanent
State Exemption Determination Letter	Permanent
Accounting and Finance	
Accounts Payable (invoices, statements, expenditure authorizations, expense reimbursements, etc.)	End of fiscal year plus 5 years
Accounts Receivable (statements, billings, sale of certificates, etc.)	Remittance due date plus 5 years
Audit Reports	Permanent
Banking Account Information	Permanent

Banking Records (statements, reconciliations)	End of fiscal year plus 5 years
Budget – Annual	Permanent
Financial Reports – End of Year	Permanent
Financial Reports – Interim (monthly, quarterly, etc.)	End of fiscal year plus 2 years
General Ledger	Permanent
Association Records	
Annual Reports and Supporting Records	10 years
Application Records – Original Approval	Permanent
Complaints	Resolution or dismissal of complaint plus 2 years
School Lists	Permanent
Self-Studies	10 years (retain most current)
Correspondence	
Correspondence/internal memoranda important to the organization or having lasting significance	Permanent
Correspondence/internal memoranda relating to routine matters with no lasting significance	End of fiscal year plus 2 years

7.6.0 Electronic Records

Electronic records will be retained as if they were paper records. Therefore, any electronic files, including records of donations made online, that fall into one of the record types on the above schedule will be maintained for the appropriate amount of time. The type of record applicable to an email is determined by the content of the email message. If a user has sufficient reason to keep an email message, the message should be printed in hard copy and kept in the appropriate file or moved to an “archive” computer file folder. Backup and recovery methods will be tested on a regular basis.

7.7.0 Record Destruction

The Administrator is responsible for the ongoing process of identifying the organization’s records which have met the required retention period and overseeing their destruction. The Administrator shall establish procedures for the authorized destruction of records. Destruction of hard copy records will be accomplished by shredding or another method that ensures the records can never be retrieved. Electronic records will be deleted from all electronic media on which they are stored.

8.0.0 Financial Management

8.1.0 Cash Disbursement

Payments from the TEPSAC account(s) may only be made upon receipt of a check request signed by two of the following persons: the TEPSAC Executive Director, the TEPSAC Treasurer, the TEPSAC Chairperson, or the TEPSAC Vice-Chairperson. Said check request shall include the following information for each payment requested: name of the payee, the purpose of the check requested, and the requested amount of the check. In addition, appropriate documentation such as invoices, receipts, completed expense reimbursement form, etc. shall accompany the request for each check.

8.1.1 Payroll and Other Compensation-Related Disbursements:

The issuance of checks and other compensation-related payments (FICA/SSI, employee health insurance, etc.) which are made on a regular recurring schedule and always of similar amounts are exempt from the check request requirement since those amounts are budgeted annually and monitored through the monthly and annual financial reports.

8.1.2 Electronic/Digital Signatures:

Electronic/digital signatures are acceptable as long as a copy of the email or other electronic communication forwarding the check request with the electronic/digital signature is attached to the completed request.

8.2.0 Financial Reporting:

The Executive Director shall be responsible to provide regular financial reports to the TEPSAC Commission, TEPSAC Executive Committee, and/or TEPSAC Treasurer in support of financial oversight and accountability.

8.2.1 Annual Financial Report:

The Executive Director shall prepare and distribute at the next meeting following the end of each fiscal year a financial report that contains, at a minimum income and expense amounts by budgeted line item and budgeted versus actual amounts for the most recent complete fiscal year.

8.2.2 Monthly Financial Report:

The Executive Director shall provide the TEPSAC Treasurer a fiscal year to date budget versus actual income and expense report at the end of each month.

8.2.3 Monthly Bank Statement:

The Executive Director shall send a copy of the monthly bank statement to the Treasurer.

8.3.0 Budgeted Expenditures:

The Executive Director may make expenditures that are within the budget for items such as supplies or travel without prior approval. Receipts for such expenditures shall be scanned and sent to the Treasurer along with the related check request prepared to obtain approval to pay the expense.

8.4.0 Non-Budgeted Expenditures:

Non-budgeted expenditures of less than \$1,000 must be pre-approved by both the Treasurer and Executive Director. Non-budgeted expenses of \$1,000 to \$2,500 must be pre-approved by the Executive Committee. All non-budgeted expenses of more than \$2,500 must be pre-approved by the full Commission.

8.5.0 Line-Item Budget:

The annual budget shall be a line-item budget. Funds may be moved from one line item to another with the approval of the Treasurer and the Executive Director as long as total expenditures are kept within the overall budget. A proposed budget for the next fiscal year shall be prepared by the Treasurer with the assistance of the Executive Director. The draft budget shall be presented for

consideration by the full Commission at the regularly scheduled spring meeting. The fiscal year shall be July 1 to June 30.

8.6.0 *Financial Review:*

The financial records shall be reviewed every year by an independent certified public accountant. The Executive Director shall manage the logistics of this process, with Executive Committee approval, and prepare the financial records needed for the auditors to complete the work. The completed audit shall be reviewed by the Executive Committee and presented to the commissioners.

8.7.0 *Dissolution Resolution:*

Upon the dissolution of the Corporation, the Board of Directors shall, after paying or making provisions for the payment of all of the liabilities of the Corporation, distribute all of the assets of the Corporation exclusively for the purposes of the Corporation in such manner as the Board of Directors shall determine, or to such organization or organizations organized and operated exclusively for purposes as shall at the time qualify as an exempt organization or organizations under Section 501 (c)(3) of the Code as the Board of Directors shall determine. Any such assets not so disposed of shall be disposed of by the district court of the county in which the principal office of the Corporation is then located, exclusively for such purposes or to such organization or organizations, as the court shall determine. No member, director, trustee, officer or other private person shall be entitled to share in the distribution of the assets of the Corporation on dissolution of the Corporation.

Criteria for Approving Accrediting Associations

A. Requirements Related to Foundational Elements

An association's foundational aspects will be demonstrated by:

1. *Its scope of operations:*

- a. The association has accredited schools for at least 3 years..
- b. The association clearly defines in its charter, by-laws, or accrediting standards, the scope of its activities, including the types and levels of institutions covered.

2. *Its organization:*

- a. The association has the administrative personnel and procedures to carry out its mission in a timely and effective manner.
- b. The association defines its fiscal needs, manages its expenditures, and has adequate financial resources to carry out its operations as shown by an audit for the most recent fiscal year or other reasonable documentation.
- c. The association uses competent and knowledgeable persons, qualified by training and experience, and selects such persons in accordance with non-discriminatory practices:
 - i.) To participate on an accreditation visiting team
 - ii.) To engage in consultative services for the evaluation and accreditation process
 - iii.) To serve on policy and decision-making bodies
- d. The association includes on each accreditation visiting team at least one person who is not a member of its policy or decision-making body or its administrative staff.
- e. The association has in place policies to guard against conflict of interests by governing board members and/or visiting team members. No team member should benefit financially from participation in association accreditation activities.

3. *Its procedures:*

- a. The association maintains clear definitions of each accreditation level or status and has clearly written procedures for granting, denying, re-evaluating, revoking, and reinstating such accredited statuses.
- b. If the association develops a "candidate school" status, the criteria and procedures applying to candidacy must be appropriately related to the criteria and procedures for accreditation.
- c. The association requires, as an integral part of its accrediting process, both a school self-study and an on-site review by a visiting team.
 - i.) The self-study shall be a qualitative assessment of the strengths and limitations of the school, including achievement of objectives and compliance with applicable rules of the State Board of Education. A representative portion of the school's governing body, administrative staff, teaching faculty, students, and other appropriate constituencies should participate in the self-study.
 - ii.) The association provides written and consultative guidance to the school and the visiting team.

B. Requirements Related to Standard Practices

An association's responsibility in its standard practices will be demonstrated by the way in which:

1. *Its accreditation serves clearly identified needs, as follows:*

- a. The association's accreditation program takes into account the rights, responsibilities and interests of students, families, schools, and the communities they serve.
- b. The association's purposes and objectives are clearly defined in its charter, by-laws, or accrediting standards.

2. *The association is responsible to the public interest in that:*

- a. It publishes or otherwise makes publicly available:
 - i.) The standards by which schools are evaluated
 - ii.) The procedures utilized in arriving at decisions regarding the accreditation status of a school
 - iii.) The current accreditation status of schools and the date of the next scheduled review or reconsideration of accreditation
 - iv.) The names and affiliations of members of its policy and decision-making bodies, and the names of its principle administrative personnel, and
 - v.) A description of the governance and type of legal organization of the association
- b. The association provides advance notice of proposed or revised standards to all schools affected by its accreditation process, and provides such schools adequate opportunity to comment on such standards prior to their adoption.
- c. The association has written procedures for the review of complaints pertaining to school quality, as these relate to the association's standards, and demonstrates that such procedures are adequate to provide timely treatment of such complaints in a manner that is fair and equitable to the complainant and to the school.
- d. The association has in place a procedure pertaining to the appropriate handling of student and employee records in the event that an accredited member school ceases to operate.

3. *It assures a systematic process in its accrediting procedures, as demonstrated in part by:*

- a. Affording initial evaluation of a school only when the chief executive officer of the school applies for accreditation of the school
- b. Providing for adequate discussion during an on-site visit between the visiting team and the faculty, administrative staff, students, and other appropriate persons
- c. Furnishing, as a result of an evaluation visit, a written report to the school commenting on areas of strengths, areas needing improvement and when appropriate, suggesting means of improvement, including specific areas, if any, where the school may not be in compliance with the association's standards; and filing a copy of the written report with the accrediting association to be made available to the TEPSAC commissioners upon request.
- d. Providing the chief executive officer of the school with an opportunity to comment upon the written report and to file supplemental materials pertinent to the facts and conclusions in the written report of the visiting team before the accrediting association takes action on the report.
- e. Evaluating the report of the visiting team.
- f. Providing for the withdrawal of accreditation only for just cause, after review, or when the school does not permit re-evaluation after due notice.
- g. Providing the chief executive officer of the school with a specific statement of reasons for any adverse accrediting action and notice of the right to appeal such action.
- h. Establishing and implementing published rules of procedure regarding appeals which will provide for:
 - i.) No change in the accreditation status of the school pending disposition of appeal
 - ii.) The right to a hearing before the appeal body, and

- iii.) Supplying the chief executive officer of the school with a written decision and rationale of the appeal body.
4. It has demonstrated capability and willingness to foster ethical practices among the schools which it accredits, as well as nondiscriminatory practices in admissions and employment.
5. It secures sufficient information regarding the school, which shows an ongoing program of evaluation of results consistent with the educational goals of the school and applicable state requirements.
6. It accredits only those schools that meet its published standards; demonstrates that its standards, policies and procedures are fairly applied; and demonstrates that its evaluations are conducted and decisions rendered under conditions that assure an impartial and objective judgment.
7. It reviews each school's accreditation status through periodic additional reports and/or visits. An accredited school must have an on- site accreditation visit at least once every ten years.
8. The association actively participates in the Texas Private School Accreditation Commission.

C. Requirements Related to Credibility

An association's credibility will be demonstrated, at a minimum, by:

1. Acceptance of its policies, evaluation methods, and decisions by educators and educational institutions.
2. Regular review of its standards, policies, and procedures, in order that the evaluation process shall support constructive analysis, emphasize factors of critical importance, and address the educational needs of the students.
3. Reflection in the composition of its policy- and decision-making bodies of the community of interests directly affected by the scope of its accreditation.

D. Requirements Related to Autonomy

An association's autonomy is demonstrated by evidence that:

1. It performs no function that would be inconsistent with the formation of an independent judgment of the quality of a school.
2. Its operating procedures prevent conflicts of interest in rendering judgements and decisions.

E. Association Standards Required for School Accreditation

A primary purpose of any association recognized by TEPSAC is to accredit schools. Through this accreditation of schools, the TEPSAC association assures the public and Commissioner of Education that the accredited school meets the association's standards.

Because the non-public schools of the state differ widely in mission, structure, funding, and operation, no prescribed set of standards can be applied to all schools. However, the standards must be comparable with the State Board of Education's standards for public schools in terms of the applicable quality indicators. Each association will submit its Standards for Accreditation to the commissioners for review.

Each association will provide standards for its member elementary and secondary schools that address the following areas:

1. Mission

The school shall have a clearly stated mission.

2. Organization, Governance, and Legal Operation

The school shall have an organizational and governance structure appropriate to its needs and meet the legal requirements necessary for its operation. The school must comply with applicable federal, state, county, and municipal health, fire, safety, and sanitation codes.

3. Resource Sufficiency and Management

The school shall have resources, including financial resources, physical resources, and personnel resources sufficient to support its effective operation and demonstrate professional and ethical management of its resources.

4. Program

The program of the school shall be designed in the best interests of the students, and students are admitted only when it has been determined that there are reasonable expectations that the student's best interests can be served. The program, while appropriately adjusted to serve the best interests of its students and to be consistent with the school's philosophy and objectives, complies with applicable rules of the State Board of Education, especially in the following areas:

- a. Instructional time.
- b. Teacher planning and preparation time.
- c. The basic skills subjects in the elementary curriculum, including subjects which constitute a well-balanced elementary curriculum and instructional time requirements which are comparable to those required in the like subjects at equivalent grade levels in the public school system, maintenance of student academic records, and achievement levels required for promotion.
- d. The appropriate subjects in the secondary curriculum, including sequencing of courses for which graduation credit may be sought from the state which are comparable to those required in the like subjects and courses at equivalent grade levels by the state, maintenance of student academic records, and achievement levels necessary for the awarding of credits and diplomas.

5. Administration and Staffing

Professional staff members hold degrees and are qualified by preparation and/or experience for positions they hold and for the work to which they are assigned.

6. Records Retention

Each accrediting association approved by TEPSAC shall have an enforceable policy requiring that each accredited school provide a written records retention/discontinuance plan which outlines the procedures for placement and storage of student records and faculty service records if the school closes or ceases to exist. Such policy must provide for retrieval of official records for all high school graduates and faculty. The school's records retention/discontinuance plan must be submitted with documentation for the school's accreditation review committee. This requirement becomes effective for all reviews following passage of this resolution. Any inquires or requests for official records from closed schools received by the Texas Private School Accreditation Commission shall be referred to the association which accredited the closed school.

Steps in Completing Application for Approval

The TEPSAC approval process is divided into three phases for new applicant associations.

I. Application

- A. Upon request from an inquiring association, a copy of the TEPSAC Manual will be sent with a letter of instruction from the Executive Director for initiating the process.
- B. The completed application will be submitted with the following items:
 - 1. Payment of the \$800 non-refundable application fee
 - 2. The association's Standards for Membership
 - 3. The association's Operation Manual
 - 4. A current list of schools accredited by the association
 - 5. Copies of the association's published descriptive material
 - 6. An external audit performed by a qualified CPA or other reasonable documentation
- C. A copy of the application and supporting documents are sent to a commissioner assigned by the Executive Director to review the association and the TEPSAC Executive Director.
- D. The commissioner assigned to review the association reviews the application, standards, and procedures.
- E. The commissioner reviewing the association gives an oral report about the association's application, standards, and procedures to the TEPSAC Commission.
- F. The Executive Director or President of the applicant association may be requested to appear before the Commission for an interview to present and answer questions about the association.
- G. Following the review of the application, the Commission votes to accept or deny the application.
- H. If the application is accepted, the applicant association is authorized to proceed with the candidacy phase and to prepare its Documentation of Compliance with the TEPSAC Criteria and Standards.

II. Candidacy Phase

- A. A commissioner and assistant, where advisable, are appointed to serve as reviewers of the association. Their responsibilities include:
 - 1. Advising the association through the documentation process
 - 2. Visiting the association office (A visit to the association office is required for the initial approval only; this visit is not required for the five-year re-evaluation of an association.)
 - 3. Observing an association standards/accreditation committee meeting
 - 4. Observing a school accreditation visit

5. Submitting a written report for the Commission on the documentation that includes the checklist of compliance with criteria and standards, and the observation report of a school accreditation visit
- B. The applicant association completes the full Documentation of Compliance with the TEPSAC Criteria and Standards.
- C. When documentation is completed and accepted by the reviewing commissioner, the observations of the association office, school accreditation, and standards/accreditation committee will be conducted.
- D. The reviewing commissioner submits the report to the Executive Director who provides a copy to each commissioner.
- E. The Executive Director sends the report to the applicant association.

III. Commission Action

- A. The full report will be acted upon at the next Commission meeting.
- B. The reviewing commissioner will present the report and make his/her recommendation to the Commission.
- C. The Commission may decide to recognize the association or to deny its application. The TEPSAC Executive Director will send a determination letter to the applicant, that defines the action taken by a majority vote of the Commission which may be to:
 1. Approve the association for a period of ten (10) years
 2. Defer action until standards for approval have been met
 3. Deny approval with citation of the specific criteria which have not been met.
- D. Appeal
 1. An association may appeal an adverse decision. At least one month prior to the Commission meeting at which the appeal is to be considered, the association must submit a written brief with documentation to substantiate its appeal.

IV. Re-Approval of TEPSAC Recognized Accrediting Associations

Associations that are being reviewed to fulfill requirements for re-approval begin in the process with Phase II Candidacy and the Documentation of Compliance with the TEPSAC Criteria and Standards. The school visit observation may be to any one of the association's member schools (visits can be made in other states if a Texas school is not available provided the standards and procedures being used for the visit are the same as would be used for a Texas school). In addition, the association must submit its audit for the most recent fiscal year or other reasonable documentation.

Removal of an Association from Commission Membership

An association may be removed from Commission membership when it no longer meets requirements as delineated in the **Criteria for Approving Accrediting Associations**.

An association must meet all criteria continuously.

When an association is not represented at two consecutive meetings of the Commission, it is considered a non-participant in the Commission.

When it is determined, on the basis of documented information that an association is not meeting association requirements and/or fulfilling its responsibilities to the Commission, the association shall be notified. The Commission shall vote to place the association on notice that it is in danger of forfeiting its approved status in TEPSAC. The Commission chair shall, by certified mail, inform the association of the Commission action placing it on notice.

An association placed on notice will have until the next scheduled meeting of the Commission to document that it is again fulfilling the Criteria for Approving Accrediting Associations. The association's appointed representative will be responsible for bringing the document to the Commission meeting. If the association provides the necessary documentation, according to this time schedule, the Commission, by vote, shall remove the notice and, by certified mail, inform the association of such action.

If the association does not provide the necessary documentation in the prescribed time, the Commission shall, by vote, withdraw approval of the association's accrediting program. The Executive Director shall report, by letter, the Commission's action to the Commissioner of Education.

An association that has been removed from membership may reapply for approval and membership no sooner than twelve months after the date of termination of approval and membership.

Appeals Procedures

An association is accorded the right to appear before the Commission to contest any proposed adverse action. The procedures to be followed are:

Appeal from the Decision of the Commission to Remove Approval

The association is to be notified in writing of the proposed removal of approval and the reasons for such action at least one month prior to the meeting of the Commission at which the association's status shall be considered. The association may request to have its representative(s) appear before the Commission to lodge an appeal or to submit additional evidence.

Appeals by Associations Denied Approval

An association that is not approved may appeal the decision to reject its petition for approval by following these procedures:

- A. The association is to be notified in writing of the Commission's decision not to grant approval and the specific reasons for this action within two weeks of this decision.
- B. The association must notify in writing the Commission at least one month before the next meeting of its desire to appeal.

- C. The association, working with its representative, may submit additional documentation or documents requested by the Commission at least two weeks before the next scheduled meeting.
- D. The association may request to have its representative(s) appear before the Commission to present its case

Texas Private School Accreditation Commission

Application for Membership

Date: _____

Name of Association:	_____
Address:	Street _____
	City _____ State _____ Zip _____
Phone:	_____
Email Address:	_____

Date of Founding:	_____
Is the Association Incorporated?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Grade Levels Association Evaluates and Accredits:	_____
Chief Operating Officer:	_____
Date of Appointment:	_____
Board Chairman:	_____
Term Expires:	_____

Signature of Chief Operating Officer: _____

Signature of Board Chairman: _____

Please submit the following items with this application:

- 1. The association's Standards for Membership**
- 2. The association's Operations/Procedures Manual**
- 3. A current list of schools accredited by the association**
- 4. Copies of the association's published descriptive material**
- 5. An external audit performed by a qualified CPA or other reasonable documentation**
- 6. Payment of the non-refundable \$800 application fee**

Guidelines for Application Preparation

(For Guidance Only)

Petitioning associations are responsible for demonstrating compliance with the Texas Private School Accreditation Commission Criteria. An association may submit documentation that it has prepared for NCPSA or the NAIS Commission on Accreditation if it has been completed within the past or current year and all information and data are up to date. If the association is completing the documentation (petition) solely for TEPSAC, it should comply with the following instructions. The term applicant association applies to both new applicants and to member associations.

The title page should include the

- Name of the association, including the name of the parent (sponsoring) body if it is a subdivision of a larger entity,
- Address of the petitioning association,
- Telephone number,
- Date of submission,
- Status of the association (i.e. new applicant or current member), and
- Scope of the association's accreditation (grade levels included in its member schools).
- Date of development of association's own accreditation protocol and first school to be evaluated using this protocol.

Narrative responses should correspond to each criterion.

- Organize the responses on a criterion-by-criterion basis, restating both the criterion number and the item followed by a description of how the association specifically complies with it.
- In describing the compliance with each criterion, state clearly which association officials, committees, organizations, or volunteers perform specific functions or receive certain services. For example, it is not sufficient to state that the organization provides training for visiting committee members. Who does it, when, how often, where? Be specific.
- Provide a description of the organizational structure.
- When referring to documents in a narrative statement, cite the exhibit and page numbers.

Organization of Documentation

- In most cases, the documentation should be placed in a tabbed section with the narrative for that criterion. However, exceptionally lengthy documents may be in a separate binder or section but must be clearly noted for reference.
- If a document is used as a reference in multiple responses, it can be cited without including additional copies in each section.
- Excerpts from pertinent documents that address specific items may be used rather than copying entire documents that may not be directly relevant.

- Names of schools, individuals or other identifying information should be deleted from materials such as evaluation or site visit reports that serve as models.
- Number and identify all exhibits and documents clearly and consistently.
- Supply a list or table of contents for all exhibits

Compiling the Application

- Applications and documents must be bound in secure form.
- Make tabs for each section and for the exhibits.
- Number all pages.
- Include a complete table of contents at the front of the petition.

Number of Copies

- New applicant associations must provide a copy of the application and materials to the reviewing commissioner and the Executive Director.
- Current members undergoing review provide two copies, one for the reviewing commissioner and one for the Executive Director.

Mailing

- Address applications as directed by the Executive Director.
- Provide a cover letter containing the name, address, telephone number(s), and email address of a person who may be contacted if there are questions concerning the application.

Acknowledgments

- The Texas Private Schools Accreditation Commission will provide written acknowledgment of applications received by the TEPSAC office.

TEPSAC Checklist and Report Format for On-Site Accreditation Team Visit

Name of Organization/Association: _____

Location of On-Site Evaluation: Name of School _____

School City/State _____

Rate each item related to the school on-site accreditation

E = Excellent S = Satisfactory N = Needs improvement

	E	S	N
1. The Chair of the visit was trained, organized, and well-prepared to conduct the visit.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. The visiting team was of sufficient size to conduct thorough evaluation of the school.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Visiting team was well-prepared for the visit.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Team members demonstrated understanding of the scope of their assignments.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Team members received training in the association standards, procedures, process, and other criteria necessary to conduct a successful visit and reach valid conclusions about the school related to accreditation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. The visit schedule was of sufficient length and included multiple elements (review of artifacts, interviews, classroom observations, team deliberations, etc.) for the visiting team to reach valid conclusions about the school related to accreditation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. The visiting conducted its evaluation in the context of the school's statement of philosophy and purpose/mission.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. The visiting team evidenced professionalism during the visit.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Summary and Conclusions

Please note any commendations and/or recommendations below related to the school on-site accreditation visit observed. (Relate comments to specific item numbers in the checklists.)

Commendations:

Recommendations:

Based on your observation and review of the organizations' resources for the accreditation visit, do you consider the process worthy of TEPSAC approval?

Yes Uncertain No

Observer Name: _____

TEPSAC Checklist and Report Format for Association Office Visit

(Used by Reviewer for Initial Approval Only - Office Visit Not Required for 10-Year Re-Evaluation)

Part I. Examination of office procedures, resources, and services.

The reviewer should rate each area as indicated and comment on deficiencies or elements deserving particular commendation.

Rate each item related to record keeping.

E = Excellent S = Satisfactory N = Needs improvement

	E	S	N
1. Office staff are sufficient in number for efficiently manage association operations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Office organization and distribution of responsibilities support effective operations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Office space and equipment are adequate to support operations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Records (legal, historical/archival, financial, governance, etc.) are organized and maintained to support effective management and operation of the association.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Records for each school are well-organized and current to enable ready access to information.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. File contents enable tracking of each school in the accreditation process.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Contents of school records verify its accreditation status.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Records are kept orderly, secure, and accessible to appropriate staff.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Records and procedures for recruiting visiting committees, establishing visit schedules, procedures, and communications are thorough and effective.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Adequate back-up systems for electronic and hard copy files are in place.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Financial records (including the audit or review) are adequate to document prudent fiscal management and compliance with state and federal regulations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Financial records (budget, audit etc.) demonstrate sufficient financial resources to maintain the current operations, services, and programs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Minutes of standards or membership meetings pertaining to accreditation clearly document decisions and actions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Based on the minutes, agendas, and related correspondence, the membership and the governing body are kept informed of legal and financial issues, administrative actions, and decisions needed to govern effectively.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Evidence showing that reasonable complaints and inquiries regarding member schools are being handled responsibly and professionally.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Publications (including websites) clearly state the purpose, standards, rules and procedures of the association.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Part II. Interviews

The TEPSAC reviewer will conduct interviews with the chief administrator and appropriate staff regarding the accreditation procedures of the association. The interview should include, but is not limited to, the following topics and questions.

Rate each item based on examination of records, interviews of chief administrator and staff, and observations.

E = Excellent S = Satisfactory N = Needs improvement N/A = Not Applicable

	E	S	N	N/A
17. Organization structure and staffing of the association are adequate to implement the accreditation program effectively.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
18. Qualifications and skills of the administrators and staff are sufficient to meet the needs of the accreditation process.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
19. If the association provides other services in addition to accreditation, allocation of staff and other resources to accreditation are sufficient to fully support the accreditation process.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20. The association has taken appropriate steps or implemented procedures that promote strategic thinking, promote healthy sustainability, and the development of short- and long-term goals.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
21. The administrator and staff can articulate the strengths of the association and identify areas of improvement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
22. The association has procedures in place to ensure appropriate communication with member schools re: accreditation practices, standards, requirements, and responding to complaints or grievances.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
23. The association has procedures in place for communicating with nonmember and public inquiries or requests for information.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Summary and Conclusions

With regard specifically to the organizational structure, office management and operations, financial management, procedures for organizing school visits, communication, and accreditation decision process, please note any commendations and/or recommendations below. (Relate comments to specific item numbers in the checklists.)

Commendations:

Recommendations:

Texas Private School Accreditation Commission

Annual Report Form

To be submitted by September 1st each year

Name of Accrediting Association	Phone
Contact Person	Fax
Mailing Address	E-mail
City	State
	Zip
Current TEPSAC Recognition Status	Date Status Was Awarded

PART I. BASIC DATA

Answer the following as completely as possible. Information should reflect the last complete academic year (unless otherwise stated).

1. For the last three complete academic years, how many schools have been involved in each category?

CATEGORY	2 Years Ago 12-13	1 Year Ago 13-14	Current School Year 14-15
a) Accredited Texas Schools			
b) Pre-Accredited Schools			
c) Total in Accreditation Process			

2. For the last three complete academic years, give the total number of member schools in the association, including those not involved in the accreditation process.

	2 Years Ago 12-13	1 Year Ago 13-14	Current School Year 14-15
Total Texas Member Schools			

3. Cite numbers for the following accreditation activities accomplished by the accrediting association during the past complete academic year.

ACTIVITY	TOTAL NUMBER
a) New Applications:	
b) School Site Visits (all purposes):	
c) Schools Awarded Full Accreditation Status (First-Time):	
d) Schools Denied Accreditation:	
e) Schools Placed on Exception, Warning, or Probation:	
f) Accreditation Reevaluations	
g) Total Number of Students Enrolled in Texas Member Schools (all schools in the accreditation process)	
h) Conferences/Workshops/Training Seminars	
Describe:	
i) Other Accreditation Activities/Services:	
j) Number of High School Graduates from Accredited Texas Schools	

PART II. SUBSTANTIVE CHANGE

For each item listed below, please check if it has remained the same or changed since the last submission of documentation to TEPSAC. For each item marked CHANGED SINCE LAST REPORTING, submit an explanation of any substantive changes, deletions, or additions, and include REVISED MATERIALS/DOCUMENTATION with the ANNUAL REPORT. When including materials and documentation, please label each sheet with the item number (and the standard number, if appropriate) in the upper right-hand corner. All materials for the Annual Report should be submitted at the same time.

ITEM/STANDARD	REMAINED THE SAME	CHANGED SINCE LAST REPORTING	NEW DOCUMENTS INCLUDED
1. Purpose/objectives of the accrediting association	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Location of accreditation association headquarters	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Participating schools located outside of the U.S.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Accreditation and candidate school status levels	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Public relations flier and key publications.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Articles of Incorporation, Bylaws	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Legal governing body	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Accreditation procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Application form/procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Nondiscrimination policies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Strategic/Master Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Accreditation manual/handbook	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Accreditation fees and charges	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Other items related to standards or substantive change	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

PART III. SCHOOL DATA QUESTIONNAIRE

The data requested *pertains only to schools in the State of Texas that are accredited by your association.*

a. Total number of students enrolled	
b. Median tuition at schools	
c. The percentage of students receiving need-based financial aid	
d. The total dollar amount of need-based financial aid	
e. The total dollar amount of employee financial aid (tuition remission) awarded	
f. The total number of employees	
g. The mean classroom teacher salary	
h. The total number of High School graduates from the most recent graduating class	

The following materials must accompany the ANNUAL REPORT and be current as of the date of submission:

- A. **MEMBERSHIP LISTING**, in Texas, of all schools participating in accreditation (accreditation and candidate school status levels)
- B. **LISTING OF ALL MEMBERS OF THE GOVERNING BOARD**
- C. Any **revised or new brochures, publications, letters, advertising copy**, etc. from the above list.
- D. Identify and describe any **new initiatives** (programs, improvements, etc.).

Please designate your agency's current official appointee to TEPSAC:

Official Representative: Name, Title, and Position

Alternate: Name, Title, and Position

By signing this document, the accrediting association is attesting to the accuracy of this Annual Report and all supporting documentation.

TEPSAC recognition and continuance in the association is based on the fulfillment of required procedures and standards, as validated through an annual review by the TEPSAC commissioners. The submission of this Annual Report or the payment of required TEPSAC fees does not guarantee ongoing recognition, continuance, or otherwise obligate TEPSAC for Private School Accreditation.

Signature of Chief Administrative Officer

Date

Signature of Preparer (if different from above)

Date