

Total Enrollment (as of October 1, one year ago) _____

	PS	K	1	2	3	4	5	6	7	8	9	10	11	12	PG	Totals
Male																
Female																
Day																
Boarding																
Homestay																

Total Enrollment (as of October 1, two years ago) _____

	PS	K	1	2	3	4	5	6	7	8	9	10	11	12	PG	Totals
Male																
Female																
Day																
Boarding																
Homestay																

Highest Tuition Charges — Current Year

Grades	Day	Boarding
Pre-School	\$	\$
First Grade	\$	\$
Seventh Grade	\$	\$
Twelfth Grade/PG	\$	\$

- A. Date of Incorporation: _____ Date of Founding: _____
- B. 501(c)(3) YES NO
- C. Denominational Affiliation, if any: _____
- D. Prior Year's Operating Income: _____ Prior Year's Operating Expense: _____

II. Mission

Two documents should be provided:

1. *Brief History.* In order to understand the school today, it is necessary to understand its initial fundamental purpose, when and why it was founded, what its founders hoped to accomplish, and what changes in direction may have occurred in subsequent years.
2. *Statement of Mission.* From the history we know why the school was established. The mission statement guides the school and tells us why it exists today. This statement should be clear and concise, unique and meaningful to the school, and should be published widely. Some schools may wish to elaborate on their mission with a longer statement describing beliefs and goals about education, about students, about learning, about life itself.

III. Governance

- Describe the governance of the school. Where does final decision-making rest with regard to different issues? Does more than one body share in the decision-making process? Are there written bylaws which describe the school’s governance structure? If so, provide a copy.
- Please attach to this section a list of the names and occupations of those responsible for governance. Indicate those who are officers by title.
- If the school is for-profit, a copy of the Commission *Policy for a Governing Body for a Proprietary School* should be requested.
- Does the school have a long-range strategic plan? If yes, when was it last updated? Please have a copy available at the time of the candidacy visit.

IV. Student Body

State the school’s policy guidelines for admissions. Include in the statement the school’s position with respect to heterogeneity in the student body, socio-economic mix, ethnic and religious diversity, and range of academic ability and promise.

V. Program

- Provide a brief description of the curriculum in a form appropriate to the school.
- Does the school have a comprehensive, written curriculum? If yes, please have it available at the time of the candidacy visit.
- Describe how the school is organized in divisions or levels.
- Describe any special education programs.
- Describe the extracurricular program of the school. (Include athletics, arts, activities, extended day and vacation programs if not described above as part of the regular curriculum.)
- Describe how sufficient library resources (books, reference materials, periodicals, non-print resources, etc.) are made available to students to support the educational program of the school.
- Describe the technology resources available to students to support the educational program of the school.

VI. Faculty

A. Staff Information

Complete the *Alphabetical Staff Overview* form for each member of the faculty and administrative staff (excluding service personnel). A sample is included.

B. Faculty Compensation

1. Range of cash salaries for full-time teaching faculty (not including the head of school):

LOWEST

MEDIAN

HIGHEST

2. Please list all benefits offered to members of faculty and staff.

VII. Administrative Organization

Describe the administrative organization of the school. This description should include the administrative support staff. How are finance, admissions, and development supervised and other administrative functions handled?

VIII. Institutional Issues

Please submit the following:

- An opinion audit, or an independent accountant review with management letter, or *Diocesan Report on School Finances*, unless waived by the Director of the Commission
- The operating statement and balance sheet (if available) for the most recently completed year with a comparison between budgeted income and expense figures and actual experience.
- The current operating budget.
- The most recent year-to-date operating statement.

A. Financial Management

1. Do the financial resources meet the needs of the school in terms of its own stated mission?
2. If the school has either long or short-term debt, explain any measures being taken to reduce or retire the debt.

B. Health Care

How does the school provide student health services?

C. Food Services

Describe the physical facilities and program available for food service.

D. Physical Plant

Describe briefly the physical facility of the school and include a map of the campus showing the classroom, office, and residential buildings.

IX. Overall Assessment

Review the *Standards for Accreditation* and identify any areas of concern you may have in being able to meet all standards as required for full accreditation by and membership in the New England Association of Schools and Colleges.

