Dear Administrator:

You and your committees have spent the last twelve to sixteen months or more preparing your accreditation self-study and getting ready for the team site visit just completed. Undoubtedly, your school has been recommended for accreditation or re-accreditation. Congratulations!

The following is a list of requirements you should deal with as a follow-up to the visit just completed. When you receive the Visiting Team Report from your team captain, please do the following within a week:

1. Send one (1) electronic complete self-study (without all the attachments) to the District

 Office in Orlando if you have not already done so. ATTACH A FACE SHEET AT

 THE BEGINNING OF THE SELF-STUDY DOCUMENT.

2. Send one (1) electronic copy of the Visiting Team Report to the District Office in

 Orlando.

3. Send one (1) electronic copy of the Visiting Team Report to each member of the

 visiting team.

4. Send one (1) hard copy and one (1) electronic copy of the Visiting Team Report to Glenn

 Moenning at the address listed below.

5. Send one (1) electronic copy of the Visiting Team Report to the other members of the

 Florida-Georgia District Accreditation Commission at the address listed below.

6. PLEASE DO NOT SEND ANYTHING TO ST. LOUIS!!

Glenn Moenning Patricia Weingart

522 Terrace Hill Drive Good Shepherd Lutheran School

 Temple Terrace, FL 33617 5651 Honore Avenue

 gmoenning@verizon.net Sarasota, FL 34233

 patweingart@yahoo.com

Jon Peterson Kathy Knudtson

Grace Lutheran School Faith Lutheran School

320 Bates Avenue, SE 555 US #1

Winter Haven, FL 33880 North Palm Beach, FL 33408

jpeterson@glwh.org kknudtson@faithnpb.com

Roger Walker

Grace Lutheran School

320 Bates Avenue, SE

 Winter Haven, FL 33880 rwalker@glwh.org

**ADVANCED SCHOOLS** – After you receive the Visiting Team Report, complete steps 2, 3, 4, and 5 as indicated on the previous page and any other requirements of AdvancED.

**EVIDENCE BASED ACCREDITATION (EBA) SCHOOLS – Please note that the following is to be the order of the contents of the Visiting Team Report:** face sheet, team report submission checklist, the Visiting Team Report as given to you by the team captain, and the “General Information” section from the self-study.

**EARLY CHILDHOOD ACCREDITATION SCHOOLS – Please note that the following is to be the order of the contents of the Visiting Team Report:** face sheet, team report submission checklist, title page, foreword, disclaimer, biographical information on team members, Sections I-VII as written by the visiting team, the Report Summary, and the “General Information” section from the self-study.

**ALL SCHOOLS -** After you have shared the Visiting Team Report with the appropriate constituents of your school and church, you, along with your staff and School Board, should make plans to consider each recommendation made by the team. These plans should begin immediately and extend to the next four years so that you have completed the process by the time a new self-study commences for re-accreditation. This process is called the School Improvement Plan and should follow the following four-step procedure:

1. Form a School Improvement Plan committee. This may be either

the previous Steering Committee or a newly appointed committee.

2. Create a School Improvement Plan (SIP)

a. Determine recommendations to be carried out immediately.

b. Determine recommendations to be carried out in the near future.

c. Determine recommendations which require long-term planning.

d. Determine recommendations judged to be invalid.

3. Include the SIP on the agenda of every School Board and faculty

meeting.

4. The SIP committee must submit a properly completed annual report

which is submitted to the District Office in Orlando by April 15. Your

team captain will provide you the Cumulative Annual Report Form that

is used in our district.

**ALL SCHOOLS** – Your team captain will provide you with a ready-to-copy Visiting Team Report to send to the various people listed on the previous page. Your team captain will provide you the Cumulative Annual Report Form that is used in our district that is due by April 15 in the District Office in Orlando in each of the next four years.

Even though your team visit is over, your team captain stands ready to assist you in the evaluation of the recommendations. Call upon him/her as needed.

May the Lord of the church continue to bless your efforts to make a good school an even better one.

In His Service,

Glenn A. Moenning, Chairman

Florida-Georgia District Accreditation Commission