



Association of Christian Teachers and Schools

P.O. Box 8437
Rockford, IL 61126
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Fax: (815)977-5806
www.actsschools.org

Continuous Accreditation Report (CAR)

The school's administration should submit the CAR and include all forms and supporting documentation **in digital format** (CD or USB) along with the **annual renewal fee of \$450** to: ACTS, P.O. Box 8437, Rockford, IL 61126. The ACTS Accreditation Commission will review the CAR to verify that the school continues to maintain accreditation standards. This commission makes its recommendations for continued accreditation to the Executive Board during its annual meeting.

Complete the following information for the last full school year.

Academic year _____ 2011-12 _____

Name of School _____ Phone _____

Address _____

City _____ State _____ Zip _____

Email: _____

Name of Administrator

Name of Pastor

Initial Accreditation Awarded Date

Fifth Year Re-Evaluation Accreditation Awarded Date

Total Enrollment : _____ Preschool _____ Kindergarten _____ Grades 1-6 _____ Grades 7-8 _____ Grades 9-12 _____

STAFF: _____ Number on Teaching Staff: _____ Other: _____ Average Teacher/Pupil Ratio: _____

School improvements during the last year in program (such as addition/deletion of grades, L.D. division, etc.)

No Change _____ Change _____ (Provide explanation on items requiring current validation forms.) Failure to report a change can adversely affect the school's accreditation status.

ITEMS FOR SUBMISSION WITH CAR:

1. A copy of the current budget for the school academic year.
2. A letter from an auditor or external reviewer of the school (e.g., a church auditor or business or church board).
3. Identification of all major fund-raising activities and what the funds were used for.
4. Current tuition fee for the school academic year.
5. Current school academic calendar.
6. Current summaries of standardized tests by grade.
7. A list identifying faculty and support staff changes during the last year. Include both those new to the staff this year and those that left at the end of last year. For faculty new to the staff include the type of professional certificate (state or private) and the level of college degree (B.A., M.A., etc.) they hold. For those who do not have an appropriate degree for the subject or who do not have a current professional certificate, a copy of the professional development plan must be attached, showing current enrollment in a program.
8. Identification of any new staff in-service/development activities implemented this school year.
9. Identification of any new resources used by your faculty that was implemented this school year.
10. Identification of each National or ACTS approved regional conference your school attended (Must send a minimum of two representatives per school, per year).
11. A complete list of recommendations, along with action taken on each recommendation, from the school's latest Visiting Team Report.

STANDARDS REQUIRING CURRENT VALIDATION

Identify whether each of the following Standards remains the same or has changed since submitting the initial Accreditation Form or the last CAR. If a Standard sub-component item has changed since the last report, attach an explanation of the change.

STANDARD	REMAIN THE SAME	CHANGE SINCE LAST REPORT
1. PHILOSOPHY AND OBJECTIVES	_____	_____
2. GOVERNANCE	_____	_____
3. CURRICULUM AND INSTRUCTION	_____	_____
4. STAFF		
SCHOOL STAFF	_____	_____
SUPPORT STAFF	_____	_____
ADMINISTRATIVE STAFF	_____	_____
5. MEDIA AND TECHNOLOGY	_____	_____
6. FINANCES	_____	_____
7. SCHOOL FACILITIES	_____	_____
8. ADMISSION PROCEDURES AND POLICIES	_____	_____
9. RECORDS		
OFFICE RECORDS	_____	_____
PERSONNEL RECORDS	_____	_____
10. STUDENT ACTIVITIES	_____	_____
11. PUBLICATIONS		
STUDENT HANDBOOK	_____	_____
FACULTY HANDBOOK		
12. HEALTH, SAFETY, AND SECURITY	_____	_____

Please attach to the CAR any information/explanation of any changes relevant to Standards 1-12.

The CAR and supporting documentation MUST be in electronic format. (CD or USB)

Please enclose any additional information or new materials which will help ACTS better understand the current status of the school. Include any new student handbooks, brochures, or other communications.

This Continuous Accreditation Report submitted by: _____

Date: _____