



## **Texas Microschool Accreditation Service (TxMSAS) Accreditation Process**

### **Overview**

The following section outlines the application process for microschools seeking accreditation through the Texas Microschool Accreditation Service (TxMSAS). Schools should review all requirements carefully to ensure a complete and timely submission.

### **Intake Submission Form**

Applicants begin by completing the online intake form. This form gathers basic information about the school and its educational model, governance, and operational structure. Once the intake form is submitted, applicants may proceed to upload the required documents for the full application.

### **Confirmation Email**

Upon submission of the intake form, applicants will receive a confirmation email and a personalized email from a TxMSAS staff member containing detailed instructions for completing the full application. The personalized email will include guidance on uploading required documents and an overview of the remaining steps in the accreditation process.

**Required Documents:** A complete application must include the following materials:

#### **Academic Model Documentation**

- Clear statement of the school's educational philosophy and goals
- An overview of the school, including a description of its academic model
- The school's curriculum and a list of education materials

#### **Student Outcome Measurement**

- Clear statement of the school's student assessment philosophy, including both formative and normative assessments (as applicable)
- Rubric or documentation used in the student assessment process (as applicable)

#### **Governance and Leadership Structure**

- Leadership bios or resumes
- School leadership job description(s)
- Board documents (if applicable):
  - Board roster
  - Bylaws (if incorporated)
  - Operating agreement (if applicable)
- Policies related to oversight, parent engagement, and conflict of interest

#### **Staff Qualifications and Resumes**

- Resumes and credentials for all teaching staff
- Criminal background checks for all staff members

#### **Safety and Compliance Policies**

- Business registration
- Proof of insurance



- Policy and procedures manual, including (as applicable):
  - Student supervision policy
  - Visitor management policy
  - Medication administration procedures
  - Illness and communicable disease policy
  - Student health records procedures
  - Transportation policies (if applicable)
  - Data privacy and security policy
  - Incident reporting and documentation procedures
- Mandatory reporting policy (if applicable)

#### Operational Documentation

- Operating handbook
- Student policy manual

#### Financial Documentation

- Financial statements or financial summary
- Current-year budget
- Prior-year budget and actuals (if applicable)

#### **Payment Required to Begin Your Review**

After you complete and submit your TxMSAS Accreditation Application, you will need to return to our website and select the TxMSAS Application Payment to finalize your submission.

Your Accreditation review will not begin until:

1. You submit the TxMSAS Application Payment, and
2. Your payment has been successfully processed.

Once your card is charged, your application is officially entered into the review queue. Schools that have not completed the payment step will remain in “submitted - pending payment” status and will not move forward in the accreditation process.

#### **Review Process**

The full application will be scored according to TxMSAS Scoring Rubric (available separately). After all required materials have been submitted, the application will be placed in the review queue. TxMSAS may request additional clarifications or supplemental documentation as needed.

#### **Notification**

Applicants will receive communication regarding next steps once the preliminary review is complete. This may include follow-up requests or scheduling of a virtual site visit as part of the evaluation process.

#### **Remediation Opportunity**

All applicants will receive written feedback. If a school does not meet the required standards during the evaluation process, it will have the opportunity to remediate and resubmit required materials within 30 days for continued consideration.

#### **Annual Review**

All accredited schools will undergo an annual review each year as part of the Texas Microschool Accreditation Service (TxMSAS) accreditation process to ensure continued alignment with TxMSAS standards and requirements.