

# MNSAA Annual Progress Reports Made Easy

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# Annual Progress Report

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Due: June 15<sup>th</sup>

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*Watch your InBox (Instructions arrive in May)*

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*Complete the narrative report components*

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*Cover Form & Executive Summary Letter*

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*Update your SSP and save as pdf to upload*

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*Complete **Component 2** narrative*

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*Check requirements for your State-of-the-School Report*

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*Complete **Component 3** narrative*

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*Complete form and upload with evidence*

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*Any trouble? Contact [vicki.marvin@mnsaa.org](mailto:vicki.marvin@mnsaa.org)*

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# Annual Progress Report

(Instructions Arrive in May – Due June 15 Annually)

Cover  
Form/Letter

Component  
1

Component  
2

Component 3

Details about school and  
any extenuating  
circumstances addressed

Progress of School  
Strategic Plan

Communication of  
Progress of School  
Strategic Plan

Address a different  
standard annually  
t

Rotation for Comp. 3

22 – 23 – Health / Safety  
23 – 24 – Dev. / Marketing

Looks like this...

## **MNSAA** Cover Form for Annual Progress Report

*Complete the following form as an introduction to your school's Annual Progress Report.*

School Name:

City:

Head of School/Principal Name:

Number of years as Principal/Head of this School

Was the Principal/Head of School involved in the development of the SSP? ☐ YES ☐ NO

If not, explain why:

Was the Principal/Head of School the primary author of this report? ☐ YES ☐ NO

If not, explain who was:

Accredited Grades

Enrollment in 2018-19

Member Since (See Certificate)

Year in the MNSAA Accreditation Cycle: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7

Self-Study On Extension

Jurisdictional Leader (Superintendent)

☐ By checking this box, I hereby declare that the information provided in this Annual Progress Report is an accurate representation of the school improvement and progress achieved during the 2018-19 academic year. I verify that all required documentation is on file in the school and available for review by appropriate authorities.

# Annual Progress Report to MNSAA

## Let's look closer:

Narratives string into one long document

- Will need to complete narrative template and upload with evidence
  - *Updated School Strategic Plan*
  - *State of the School Report (See next slide)*
- Be ready for Component 3: School Safety
  - *This year MNSAA is seeking to learn more about your school's health and safety procedures and policies.*

# State of the School Report to Stakeholders

## MNSAA requires annually of all accredited schools

### What needs to be included?

- ☐ *Summary of SSP progress*
- ☐ *Use of financial resources (graph of income/expenses)*
- ☐ *Summary of assessment data results (comparative aggregated data to past)*
- ☐ *Enrollment trends (compare past to future and describe)*
- ☐ *Upcoming improvement initiatives*

Be sure to plan ahead!



## Questions and Suggestions

- Extend yourself to an onsite visit at another school – this is an invaluable experience that will support your own understanding of the accreditation process.
- Principalship can/is an isolating position at times, use the conference and other opportunities to build connections and networks – if you have questions or needs, it is likely others do as well.
- Print/laminate/post your SSP and see it everyday – this will keep your vision and perspective in the right direction.
- ‘State of the School’ and Evaluations sneak up – use February/March wisely to get your ducks in a row for these essential components.
- Don't wait until June 15<sup>th</sup> to complete your APR. Make a goal to do it a few weeks in advance of the due date.