MNSAA Annual Progress Reports Made Easy

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Annual Progress Report

Due: June 15th

Watch your InBox (Instructions arrive in May)

Complete the narrative report components

Cover Form & Executive Summary Letter

Update your SSP and save as pdf to upload

Complete Component 2 narrative

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

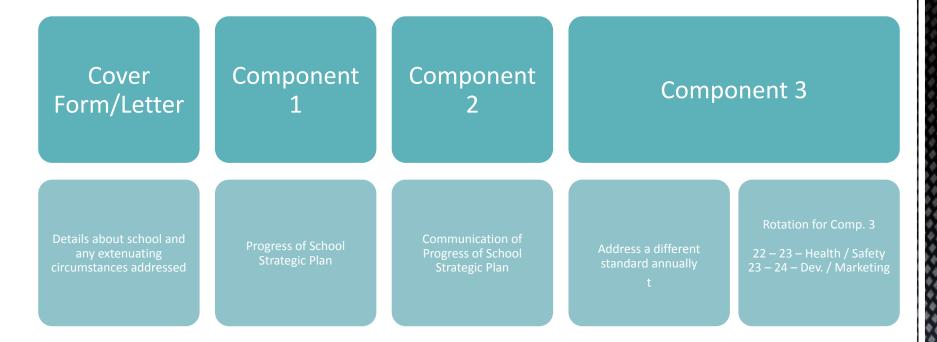
Complete Component 3 narrative

Complete form and upload with evidence

Any trouble? Contact vicki.marvin@mnsaa.org

Annual Progress Report

(Instructions Arrive in May – Due June 15 Annually)



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

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.

Looks like this...

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 15th to complete your APR. Make a goal to do it a few weeks in advance of the due date.