



**ACCREDITED SCHOOL ANNUAL REPORT**

Instructions:

1. This Annual Report is to include information about the **2010-2011** school year. (In many cases, the academic year ends in May or June, but the fiscal year may not end until later.)
2. The Annual Report Fee is **\$100**. Please attach a check in that amount payable to the Georgia Association of Christian Schools.
3. Please complete this form and return it by **June 30, 2011** to the Georgia Association of Christian Schools office (*address on letterhead*).

Date \_\_\_\_\_ Accreditation Expiration Date \_\_\_\_\_

School Name \_\_\_\_\_

School Address \_\_\_\_\_

Phone Number \_\_\_\_\_

Official Email Address \_\_\_\_\_

Name of School Administrator \_\_\_\_\_

Name of Sponsoring Ministry (if any) \_\_\_\_\_

Name of Pastor (or head of sponsoring ministry) \_\_\_\_\_

**Enrollment Information**

Number of Days in School Year (Actual Student Attendance Days) \_\_\_\_\_

Enrollment by grade level (as of **August 31** of the just completed school year)

Day Care/Nursery..... \_\_\_\_\_ K 4..... \_\_\_\_\_

K 2..... \_\_\_\_\_ K 5..... \_\_\_\_\_

K 3..... \_\_\_\_\_

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Grade 1..... \_\_\_\_\_ Grade 7..... \_\_\_\_\_

Grade 2..... \_\_\_\_\_ Grade 8..... \_\_\_\_\_

Grade 3..... \_\_\_\_\_ Grade 9..... \_\_\_\_\_

Grade 4..... \_\_\_\_\_ Grade 10..... \_\_\_\_\_

Grade 5..... \_\_\_\_\_ Grade 11..... \_\_\_\_\_

Grade 6..... \_\_\_\_\_ Grade 12..... \_\_\_\_\_

Ungraded Elementary.... \_\_\_\_\_ Ungraded Secondary..... \_\_\_\_\_

**TOTAL ENROLLMENT** (as of the two dates of the just completed school year)

August 31, 2010 \_\_\_\_\_

May 1, 2011 \_\_\_\_\_

**STAFF INFORMATION**

Has there been a change in the leadership of the school (administrator or principal levels) since the last annual report? \_\_\_\_\_

If so, please give the title(s) and name(s) of the former and present administrator(s) or principal(s).  
(Former) \_\_\_\_\_  
(Present) \_\_\_\_\_

Has the pastor or head of the sponsoring ministry changed since the last annual report? \_\_\_\_\_

If so, please give the names of the former and present pastor or head of the sponsoring ministry:  
(Former) \_\_\_\_\_  
(Present) \_\_\_\_\_

Has any change in administrative position(s) or head of the sponsoring ministry brought about any change in the overall philosophy or program of the school? \_\_\_\_\_ If so, please explain (use a separate sheet for this information).

Does the current administrator have a master's degree in educational administration or leadership?  
Yes No

If no, is he or she currently enrolled in a program leading to the required master's? Yes No

If yes, is he or she actively pursuing the degree by taking classes on a regular basis? Yes No

If yes, please submit to the GACS office a copy of a current transcript of the master's degree work.

List the total number of school administrative and teaching staff members, not including service personnel (secretaries, receptionists, bus drivers, maintenance staff, kitchen staff, etc.)

Full-time \_\_\_\_\_ Part-time \_\_\_\_\_

List new professional staff members hired during the last school year: 1) List the employee's name; 2) List grades or subjects taught or position filled; 3) List the academic degree(s) earned; 4) List whether full-time (FT) or part-time (PT); 5) List a brief reason for employment (e.g. growth in the student body, creation of a new program, previous teacher left, etc.). Attach an additional sheet if more space is needed.

Name	Grade/ Subject	Degrees	FT/PT	Reason
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____


Have all new teachers been certified by GACS? Yes No

Are they all teaching in either their major or minor fields? Yes No

If answer to either or both is no, please explain:

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(Please note: It is necessary that all new professional staff members be **certified immediately** by GACS and teaching in field **in order for the school to continue its accredited status**. If there are any new staff members who do not meet these qualifications, please notify the GACS office immediately to discuss your plans to proceed with certification in field of new administrator, principal, and/or teachers).

What was the percentage of turnover of professional staff members during the past school year? This is personnel that did not return for the **2009-10** year. (Total new staff members who replaced previous staff members divided by total professional staff members. Do not count added staff members in this ratio, because they are not considered as a percentage in the amount of turnover.)  
\_\_\_\_\_ %

**FINANCIAL INFORMATION**

School Year Total Income \_\_\_\_\_

School Year Total Expenses \_\_\_\_\_

If expenses exceeded income, describe the plans and programs initiated to care for the deficit and to prevent a similar occurrence in future years:

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\_\_\_\_\_ (

ATTACH AN ADDITIONAL SHEET IF MORE SPACE IS NEEDED)

**CUT-OFF BIRTH DATE FOR SCHOOL ENTRANCE:**

As part of the Georgia Board of Education approval of the Georgia Private School Accreditation Council (GAPSAC), to which GACS belongs, GAPSAC agreed to comply with a cut-off date on or before **September 1** for K-5 and first grade students. If your school has a problem with such a change, please notify the GACS office immediately.

What is the current cut-off date for K-5 and first grade students at your school? \_\_\_\_\_

The following section is to be completed only by schools that have added one or more grades since the school has been accredited:

If your school has added one or more grades since the last annual report was submitted, please list which grade(s) has (have) been added. \_\_\_\_\_

Have the teachers for these grades been certified by GACS? \_\_\_\_\_ If "No" please give the reason.  
\_\_\_\_\_

If you desire to have a new accreditation certificate, listing all grades that are now offered by your school, please send a check for \$15.00 to GACS to cover this cost. List the grades that should be included on the new certificate. \_\_\_\_\_

***Please note that it is necessary for the teachers of any new grades or newly hired to be certified in order to retain GACS accreditation.***

Revised September 9, 2009