**SUBSTANTIVE CHANGES**

**IN ACCREDITED SCHOOLS**

For a variety of reasons during an accreditation cycle, schools may choose to make substantive changes in their offerings that significantly alter the status of their school. Schools must initiate a substantive change procedure with National Lutheran School Accreditation (NLSA) if the school experiences a change in:

* Location of school
* Addition and/or transfer of programs to new or different buildings
* Grades served by the school
* Type of school

1. adding or eliminating early childhood, elementary, middle or high school
2. converting from brick and mortar to on-line
3. Aligning/consolidating with other schools
4. Change of district affiliation
5. Other major structural changes or modification

* Change in ownership and/or control
* Change in legal status or form of control of the institution
* Opening a branch or classroom extension
* Change in stated mission or objectives
* Addition of courses or programs that represent a significant departure, in terms of either the content or method of delivery, from those that were offered when NLSA most recently evaluated the institution.

**School Actions Required**

If a substantive change occurs in an accredited school, continuation of accredited status requires:

* Submission of the written notification by the school of the change to the NLSA national office in St Louis.
* Approval of the change by the NLSA director.
* A one-day visit by the district accreditation representative confirming continued Standard compliance as directed by the NLSA director.

**Substantive Change Timeline**

* The school reports all changes, in writing, to the NLSA national office, 1333 S. Kirkwood Rd., St. Louis, Mo. 63122 or electronically within one month of the change.
* Within 90 days, district officials must visit the school to confirm that the school continues to comply with all NLSA requirements.
* The district official is responsible to submit findings related to the one-day visit to the NLSA national office within two weeks of the conclusion of the visit.