



## **Texas Microschool Accreditation Service (TxMSAS) Accreditation Process Quick Reference Guide**

### **Intake Submission Form**

- Complete the online intake form with basic information about school leadership, academic model, and operations.
- Payment information is collected but **no charges** occur until all materials are submitted.

### **Confirmation Email**

- Applicants receive instructions for completing the full application.
- Email includes upload guidance and an overview of next steps.

### **Required Documents**

Applicants must submit all documents listed on the TxMSAS checklist:

#### **School Overview and Academic Model**

- Statement of educational philosophy and goals
- School overview and academic model description
- Curriculum plans and list of educational materials

#### **Student Outcome Measurement**

- Student assessment philosophy statement
- Rubric or documentation used to assess student learning (if applicable)

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

- Leadership bios and resumes
- School leadership job descriptions
- Board roster (if applicable)
- Board bylaws (if incorporated)
- Operating agreement (if applicable)
- Conflict of interest and parent engagement policies

#### **Staff Qualifications and Background Checks**

- Resumes and/or credentials of all teaching staff
- Criminal background checks for all staff

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

- Business registration
- Proof of insurance
- Policy and procedures manual
- State required reporting procedures (if applicable)

#### **Operational Documentation**

- Operating handbook
- Student policy manual

#### **Financial Documentation**

- Current-year budget
- Financial statements (most recent audited financials preferred)
- Most recent bank statement

**Review Process**

- Full applications are evaluated using a **1–5 scoring scale**.
- Applicants **must score of 3 or above** on each category in the rubric to advance to the virtual site visit.  
**Note: scoring above the minimum threshold does NOT guarantee the approval of an application**
- Additional documentation may be requested.

**Notification**

- Applicants are informed of next steps, including scheduling of a virtual visit if required.
- All applicants receive written feedback.

**Remediation Opportunity**

- If standards are not met, a school may remediate and resubmit materials within 30 days for reconsideration