



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
- Provide a Designated Responsible Party for all background checks as needed (the Designated Responsible Party background check must be submitted)

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

- 2026-27 school year budget with narrative
- Financial statements (optional, audited financials preferred)
- If 501c3, most recent 990

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