



Process for NAD/HSI Approval for Schools Offering 11th and 12th Grades



STEP 1: Education Plan

Before applying to HSI for approval, each school must develop a written educational plan that describes the proposed program and includes a draft school calendar, an approximate number of students, a list of courses to be offered, plan of supervision for HSI classes, and faculty assignments, including classes taught in K-8. The education plan must account for the requirement that at least three units must be taken directly from HSI each school year and that graduating seniors must have accumulated at least three units of HSI credit in order to receive a high school diploma.

STEP 2: Local Approvals

Before applying to HSI for approval, each school must share their education plans with their **local** educational leadership and have the support of their school board, the local conference office of education and their union K-12 Board. Each of these entities will be required to indicate their support by signing the school contract.

STEP 3: Contact HSI

The school should submit its education plan to HSI, with proof of local support and the school application for any courses that wish to teach on campus. The application should be accompanied by the teachers' resumes and credential information. These materials should be submitted to the HSI Vice President for Education by June 1.

STEP 4: HSI Review and Preliminary Approval

The HSI Vice President for Education, in consultation with the North American Division Office of Education, will review the education plan, school application and teacher credentials and respond in writing to the local school as to the feasibility of the proposal. If the proposal is accepted, HSI will notify the school that it has been granted preliminary approval. The school must immediately fill out the HSI contract, have it signed by the appropriate individuals and return it to HSI. If approved the school is to fill out the student application and return to HSI by September 1. If the proposal is denied, the school and local union will be notified.

STEP 5: Final Approval

Before the beginning of the school year, the school must submit a sample syllabus and the title of the textbooks used for each course taught on campus. The school must also send a completed and signed APLE2 contract to HSI and an official copy of the school calendar, student applications and schedule for the year.

All forms can be found at: www.nadeducation.org/resources/HSINAD.htm