Procedures to Apply for Status

1. Schools will find the Self-Evaluation and Professional Review form to apply (or renew) for Quality Status or Model School designation at **aceschooloftomorrow.com/free-resources**.

2. The school administrator should fill out the Self-Evaluation and Professional Review form and email it to **schoolservices@aceschooloftomorrow.com**. Questions that arise should be directed to **roger.cole@aceschooloftomorrow.com**. The completed Self-Evaluation and Professional Review form is due by October 15 of the current school year.

3. The Education Services Department will review the self-evaluation and contact the school with any questions or concerns.

4. For schools that do only a self-evaluation for the given year, the form and information submitted may suffice for the approval process for that year. If so, an email will be sent informing the school of the final results and their status level.

5. For schools that receive an onsite Professional Review Visit, the assigned Professional Review Team member will make contact with the school and coordinate a day and time for the Professional Review Team member(s) to conduct the visit.

6. On the day of the visit, the administrator should plan to spend the majority of the day with the Professional Review Team member(s) so that questions can be answered accurately and quickly. Before leaving the school, the Professional Review Team member(s) will meet with the administrator to review the Self-Evaluation and Professional Review form.

7. An email will be sent informing the school of the results of the Professional Review Visit and their status level.

8. All schools that achieve status will be awarded a status certificate.