

Administrative:

Principal _____ Part Time _____ Full Time _____

Administrative Assistant _____ Part Time _____ Full Time _____

Bookkeeper _____ Part Time _____ Full Time _____

Reason for wanting to engage in the Educational Planning Process:

Is your school a member of LSA? _____ YES _____ NO

Has a representative from LSA made a presentation to your principal, pastor and boards? _____

If not, please call LSA's office to set up a meeting.

Projected date to begin the process: _____

Principal's Signature

Date

Pastor's Signature

Date



Educational Planning Process

A resource guide for elementary schools and early childhood centers

*Seize the HOPE set before us.
(Hebrews 6:18)*

Lutheran Schools Association

475 Riverside Drive, Suite 1620

New York NY 10115

Phone: 212.665.5599

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Return completed form to address at the top of this application.



The Educational Planning Document was developed as a tool to help schools along with their sponsoring churches, work out a custom-made educational strategic plan. The 21st century has brought many challenges to all faith-based schools. If Lutheran schools are to continue to be a choice for parents and a beacon of HOPE for our children, we need to face the challenges set before us.

The document is available in two forms: one for elementary schools and another for Early Childhood Centers. Linda Mitchell, Assistant Director of LSA, is available to meet with principals, directors, pastors, and school boards to explain the process in more detail and to answer any questions.

Who needs to participate? It is important that together the principal and pastor identify individuals with a deep commitment to quality Lutheran education to serve as members of the Educational Planning Committee. There should be representation from parents, teachers, Sunday school teachers/director, alumni, church council/planning board members, school board members, local civic and community boards, local business leaders, parishioners from your church and other local Lutheran churches or schools.

What do we talk about? The Educational Planning process focuses on seven study groups of school life: community, Lutheran identity, academic program of study, governance, finance viability, enrollment viability, and facilities. Using a series of questions as a guide, each study group gathers data, interprets it, and writes a brief narrative highlighting their conclusions.

How long does the process take? At its introductory meeting, the Educational Planning committee will set future meeting dates and a time line. Generally the commitment involves four to six weeks at which point, the narrative reports are turned over to a team of coordinators from the Lutheran Schools Association. It is the job of this team, with assistance from the principal and pastor, to write the final document and timeline.

The Final Presentation. After the document has been written by the LSA coordinators a presentation is made to the school board and church council. The action plan is presented and a vote taken to implement the plan, which involves periodic check-ups by LSA.

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Application for Educational Planning Process

(This form must be filled out and returned to the LSA office **before** the Educational Planning process can begin.)

School Name _____

Address _____

Phone # (____) _____ Fax # (____) _____

Principal's name _____

Principal's email address _____

Pastor's name _____

Pastor's email address _____

School Board Chairperson _____

Chairperson's email address _____

Church Council/Planning Board Chair _____

Chairperson's email address _____

of students in school: 2006-2007 school year _____

2007-2008 school year _____

2008-2009 school year _____

Present # of faculty/staff

Teachers _____ Part Time _____ Full Time _____

Assistant Teachers _____ Part Time _____ Full Time _____

Specialized Teachers _____ Part Time _____ Full Time _____

(over)