



Documents in Adherence to Standards for Applicant Schools 2024

The *Documents in Adherence to Standards*, are evidence of the school's compliance with SAES *Standards* and of the school's demonstration that it is employing best practices in its policies and operations.

MISSION		x
1	The published mission of the School	
EPISCOPAL IDENTITY		
1	School/church shared use agreement (if applicable), together with description of how costs are allocated between church and school	
GOVERNANCE		
1	Evidence of the school's bylaws, articles of incorporation/Certificate of Formation, and charter (if applicable)	
2	If the school is separately incorporated, evidence of 501(c)(3) status. If the school is not separately incorporated, provide evidence that the school is by charter affiliated with a legally constituted not-for-profit church.	
ORGANIZATION & ADMINISTRATION		
1	Published statement regarding the school's non-discrimination policy and demonstration of compliance with IRS Revenue Procedure 75-50	
2	Employee Handbook	
FISCAL RESPONSIBILITY		
1	For the most recently completed fiscal year, audited financial statement with management letter or financial review with management letter.	
2	Current budget, actuals year-to-date	
3	Salary scale, mean and median salaries, and average percent increase of salaries for each of the last three years	
4	Last three years tuition and fee schedules	
FACILITIES, SAFETY & SECURITY		
1	Daycare and program licenses, if applicable	
2	Crisis/emergency response plan	
3	Evidence that the school has a process for conducting initial background checks and for re-checking as required by state licensing (if applicable) and diocese. Checks have been made on all employees and frequent volunteers, including third party providers and others working in programs that operate outside of the school day/year (such as before and extended day care, weekend and summer programs).	