Elevate
Curriculum Mapping

The Independent School **Curriculum Audit Checklist**

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A practical tool for academic leaders preparing for accreditation, onboarding faculty, or assessing the current state of curriculum documentation.

01   Documentation Completeness

- [ ] Every course has a written, up-to-date curriculum document that is accessible to school leadership.

- [ ] Course documents include scope & sequence, essential questions, and assessment descriptions.

- [ ] All curriculum documentation is stored in a shared, centrally accessible location — not in individual drives, email threads, or personal folders.

- [ ] Documents have been reviewed or meaningfully updated within the last two academic years.

- [ ] There is a clear owner (department chair or curriculum lead) responsible for each course's documentation.

- [ ] Documentation exists for electives and specialized courses, not just core academic programs.

- [ ] Faculty can locate any course document independently without having to ask a colleague.

02   Alignment & Coherence

- [ ] Courses are explicitly mapped to relevant standards, benchmarks, or institutional learning goals.

- [ ] Vertical alignment between grade levels and divisions is documented and visible across departments.

- [ ] Horizontal alignment — connections between courses taught in the same year — is identified and recorded.

- [ ] Cross-departmental or interdisciplinary connections are captured somewhere in the curriculum documentation.

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- [ ] The school can demonstrate clear alignment between its stated mission, core values, and what is actually taught.

- [ ] Alignment gaps (standards or goals that are under-addressed) have been identified and are being actively addressed.

- [ ] Department chairs can articulate how their courses connect to the broader academic program without consulting documents.

03   Accreditation Readiness

- [ ] Curriculum documentation could be presented in full to a visiting accreditation team within 48 hours.

- [ ] The school can generate a summary of curriculum coverage by department, division, or grade level on demand.

- [ ] Self-study narratives are supported by actual curriculum data — not anecdotal or reconstructed from memory.

- [ ] There is a documented, ongoing curriculum review process that does not rely solely on accreditation cycles.

- [ ] The school can demonstrate how curriculum has evolved or improved since the last accreditation visit.

- [ ] Standards alignment documentation meets the expectations of your accrediting body (NAIS, SAIS, MSA, or regional equivalent).

04   Institutional Continuity

- [ ] If a department chair or veteran teacher left tomorrow, their course documentation would remain fully accessible and usable.

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☐ New faculty have a clear, structured onboarding path for understanding existing curriculum — they are not relying on informal conversations.

☐ Institutional knowledge about curriculum decisions (why courses were designed a certain way) is captured in systems, not just in people's heads.

☐ Course history and prior iterations are preserved and retrievable for context and continuity.

☐ The school's curriculum documentation would survive a significant faculty transition without meaningful loss.

How did you score?	
20–25 ✓	Your documentation is strong. You are well-positioned for accreditation visits and faculty transitions. Focus on maintaining the system and closing any remaining gaps.
10–19 ✓	There are meaningful gaps in your curriculum documentation. A few focused improvements could significantly reduce institutional risk — particularly before your next accreditation cycle.
Under 10 ✓	Your curriculum documentation carries real risk. An accreditation visit, a key faculty departure, or a leadership transition could be significantly disruptive. This is worth prioritizing.

Want to see how other independent schools have closed these gaps?

Elevate is a curriculum mapping platform built specifically for independent schools — designed to bring your entire academic program into one organized, accreditation-ready system. No per-user fees. No complicated implementation. Just your curriculum, finally in one place.

Visit elevate-mapping.io or reach out to start a conversation.