

Missouri Accreditation

Instructions for Administrative Review Zip File

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Create a zip file to upload for the Administrative Review. This is not required. You may also upload files one at a time.

1. First, use the administrative review checklist to gather all of your documents.
 1. All electronic documents should be converted to pdf format.
 2. Any documents that are on paper should be scanned in and converted to pdf format.
2. Create a new folder on your desktop. You might call it “AdministrativeReview2015” or something that helps you to locate it easily.
 1. If you would like, you may download a zip file with the correct directory structure from MARIT.
3. Add your administrative review documents to your AdministrativeReview folder following these steps:
 1. Create a folder with the correct folder name in your AdministrativeReview folder. You may look up the correct folder name from the table below.
 2. Place the pdf document inside the folder that you just created.
 3. Repeat these steps for any document that you want to upload
4. Create a zip file out of your AdministrativeReview folder.
 1. Some versions of Windows may allow you to right click on the folder, and you will see options to “zip” the folder.
 2. If you do not have this option, you should download a free zip file tool from a reputable source on the Internet. For example, we have used 7zip which can be downloaded from download.cnet.com.

Use this table to determine the folder names for each pdf document that you will upload.

	<i>Document</i>	<i>Folder name</i>
1	License or license exemption letter	licenseLetter
2	Licensing inspection / compliance report	complianceReport
3	Fire / sanitation inspection report	fireInspection
4	Family Care Safety check results (background checks) <i>Combine multiple results into a single pdf document.</i>	backgroundChecks
5	Determination letters <i>Combine multiple letters into a single pdf document.</i>	determinationLetters
6	Staff orientation procedure	staffOrientation
7	Staff orientation agenda	staffOrientationAgenda
8	Professional development plan	professionalDevelopmentPlan

9	Professional development documentation	pdDocumentation
10	First aid certifications	firstAidCerts
11	Plan to transfer authority in emergencies	transferAuthorityPlan
12	Staffing pattern	staffingPattern
13	Staff meeting agendas	staffMeetingAgendas
14	Daily schedule	dailySchedule
15	Facility sketch	facilitySketch
16	Business plan	businessPlan
17	Parent evaluation	parentEvaluation
18	Improvement plan	improvementPlan
19	Emergency plans	emergencyPlans
20	Family handbook	familyHandbook
21	Eat Smart certificate	eatSmartCertificate
22	Shared space agreement	sharedSpaceAgreement