



Candidacy and Interim Reports for EARCOS Schools

Candidacy Report

Schools that are in candidacy status with WASC and belong to EARCOS have the responsibility to provide annual Candidacy Reports to the Executive Director of WASC. This report format includes a brief school description, a description of any significant changes at your school since the candidate visit, and a response to the recommendations left by the Visiting Committee indicating the progress made in response to the recommendations.

Interim Progress Report

1. Definition

This is a brief report of two to four pages limited to the **major** recommendations or schoolwide critical areas of follow-up.

- a. The school Follow-up Committee reviews the major recommendations or schoolwide critical areas of follow-up and reports progress on each one.
- b. The report includes explanations where no progress has been made or where new circumstances or conditions at the school have occurred since the last visit.

2. Format for the Interim Progress Report

- a. General data on the school:
 - School Name
 - Address
 - Telephone, fax, e-mail numbers
 - Chief administrator of school
 - Enrollment
- b. Brief description:
 - Type of school
 - Organization/governing structure/financial base
 - Students served
 - Faculty
 - Curricular program
 - Major changes or conditions impacting the school improvement process since the last visit/report

- c. Body of report:
- Instructions for schools that used the *Focus on Learning* protocol
 - Comment on the accomplishment of each schoolwide action plan section.
 - Indicate how the school through its action plan has accomplished each of the critical areas for follow-up that were stated in the Visiting Committee Report.
 - Cite evidence, including how progress in each area has impacted the accomplishment of one or more expected schoolwide learning results.
 - Particularly discuss progress since the last interim report. Include an explanation where no progress has been made.
 - *Instructions for schools that used another protocol approved by the WASC Commission (not Focus on Learning)*
 - List each major recommendation.
 - Write a brief narrative explaining progress on each one.
 - Include an explanation where no progress has been made.

3. Sending Copies of the Interim Progress Report

Send one copy to the Executive Director of WASC prior to June 1 of the academic year in which it is due and share it with the Board of Trustees. The EARCOS Accreditation Committee will review annually the interim progress reports submitted during the preceding year as a means of monitoring the evaluation/accreditation program. Schools receiving the U.S. Department of State, Office of Overseas Schools (A/OS) support should also send a copy to A/OS.

[excerpt from EARCOS Handbook]