



Accrediting Commission for Schools

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OPERATIONS

Visiting Team Instructions: Initial Visit Visiting Committee Report Template

In the enclosed packet you will find a hard copy and/or a CD of the Initial Visit Visiting Committee Report template.* For your convenience the templates and other initial visit materials are also available on our website at www.acsasc.org/vc_initialVisits.htm. If you download the template from our website please make sure that you download the correct version (WASC or WASC/CDE).

Also included in the packet are a hard copy and a CD containing the Initial Visit School Description completed by the school you will be visiting.

To use the enclosed CD(s):

1. Save the files to your computer's hard drive; the CD(s) are PC-compatible and read-only.
2. Prepare your report. Copy and paste as needed from the completed school application. Please remember the importance of being brief and concise.
3. We ask that the Visiting Committee not divulge the recommendation for WASC affiliation to the school.
4. If a copy of the Visiting Committee Report is left with the school, you will need to modify the school's copy of the first page (cover), which normally includes the recommendation.
5. The "Recommendations to Commission" and the "Justification Statement" should not be included with the school's copy of the report.
6. A copy of the completed Initial Visit Visiting Committee Report needs to be submitted to the WASC office within seven (7) days of the visit. You may email a copy of the report to frivette@acsasc.org but please send a signed hard copy as well.

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For fall semester visits, the Visiting Committee Report will need to be received at the WASC Office no later than December 15 for review at the January Commission Meeting.

For visits occurring after the January Commission Meeting, the Visiting Committee Report deadlines for review will be April 1 for the Spring Commission Meeting and June 1 for the Summer Commission Meeting.

If you have questions regarding the visit, the use of the CDs, or the submission of the report, please call our general office number (650) 696-1060, or contact Frances Rivette, Schools Department, Initial Visits, at (650) 548-4364.

*Only Initial Visit Chairs receive the CD containing the Initial Visit Report template and they are primarily responsible for completing and submitting the report to the WASC Office.