

**WASC/HAIS****Visiting Committee Report Format**

As you write the visiting committee report, keep in mind that the audience is both the school and the WASC/HAIS readers.

**I. Student/Community Profile (2 pages)**

Briefly summarize the most critical information from the student/community profile that impacts the school. Include the following:

- Brief description of the students and community served by the school
- School's analysis of student achievement data
- Other pertinent data
- Note: the entire profile does not need to be included.

**II. Progress Report (2 pages)**

Since the last self-study...

- Comments on the school's major changes and follow-up process
- Discuss how the school through its action plan has accomplished each of the critical areas for follow-up, including the impact on student learning.

**III. Self-Study Process (1–2 pages)**

- Include a copy of the school's expected schoolwide learning results.
- Comment on the school's self-study process with respect to the expected outcomes of the self-study.
- The involvement and collaboration of all stakeholders in the self-study
- The clarification of the school's purpose and the expected schoolwide learning results
- The assessment of the actual student program and its impact on student learning in relation to the criteria and the expected schoolwide learning results
- The development of a schoolwide action plan that integrates subject area/program and support plans to address identified growth needs
- The development and implementation of an accountability system for monitoring

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#### **IV. Quality of the School's Program**

##### **Part A: Summary Writing (10 pages)**

For each section, a short, narrative summary will present the findings of the Visiting Team as to the alignment between the school's self-study report, the Team's observations, and the criterion of that section. The summary, then, reflects the "condition" of that area of the school as observed by the Team. Following the summary will be a list of areas of strength and areas of need. Mark with asterisks the areas of strength and areas of need that become part of the schoolwide areas.

##### **Part B: Schoolwide Key Strengths and Key Issues (Schoolwide Strengths and Critical Areas of Follow-up) (2 pages)**

The Visiting Team should provide a list of the key strengths and key issues synthesized from the various sections. Key strengths contribute to high educational quality and promote the school's efforts to accomplish its Improvement Plan, while key issues need to be addressed to ensure the school can achieve high quality education consistent with the school's mission.

#### **V. Ongoing School Improvement (1–2 pages)**

- Include a brief summary of the schoolwide action plan.
- Comment on the following school improvement issues:
- Adequacy of the schoolwide action plan in addressing the identified critical areas for follow-up?
  - ✓ Do the action plan sections address the critical areas for follow-up?
  - ✓ Will the action plan steps enhance student learning?
  - ✓ Is the action plan a "user-friendly" schoolwide action plan that has integrated all major school initiatives?
  - ✓ Is the action plan feasible within existing resources?
  - ✓ Is there sufficient commitment to the action plan, schoolwide and system-wide?
- Existing factors that will support school improvement
- Impediments to improvement that the school will need to overcome
- Soundness of the follow-up process that the school intends to use of monitoring the accomplishment of the schoolwide action plan