

Visiting Committee Report Format

Title Page

- School Name
- City
- Dates of Visit
- Names and Titles of Visiting Committee Members

Chapter I: Student/Community Profile

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.

- Comment on significant findings revealed by the profile and/or pertinent items that were not included in the profile.
- Attach the school's NCLB School Report and Trend Report.

Chapter II: Progress Report (2 pages)

Since the last self-study:

- Comment 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.

Chapter III: Self-Study Process (1–2 pages)

- Include a copy of the school's expected schoolwide learning results, i.e., General Learner Outcomes.
- Comment on the school's self-study process with respect to the expected outcomes of the self-study.
 1. **Inclusiveness:** The involvement and collaboration of school community members.
 2. **Purposefulness:** The clarification of the school's mission/purpose and the schoolwide learner outcomes, i.e., the General Learner Outcomes.
 3. **Student-focused efforts:** The gathering and analysis of data about students and student achievement and the impact of the program and operations on student learning.
 4. **Action-oriented:** The assessment of the entire school's program and its impact on student learning in relation to the General Learner Outcomes and the Hawaii Content and Performance Standards (HCPS) that result in the development/ refinement of a School Strategic Plan/annual Academic and Financial Plan.
 5. **Accountability:** The implementation of an assessment and accountability system for evaluating school progress towards the General Learner Outcomes and HCPS within the School Strategic Plan/annual Academic and Financial Plan.
 6. **Strong leadership and support systems:** The support of school leaders in facilitating the accreditation process by advocating, nurturing, and sustaining a vision and a culture of learning.

Chapter IV: Quality of the School's Program

Part A: What Currently Exists (10 pages)

Based on the self-study and visiting committee findings, for each category:

- A. Organization: Vision and Mission (Purpose); School Culture; Governance, Leadership and Staff; and Resources
 - B. Standards-based Student Learning: Curriculum
 - C. Standards-based Student Learning: Instruction
 - D. Standards-based Student Learning: Assessment
 - E. Quality Student Support for Student Personal and Academic Growth
- Summarize an analysis of what currently exists and its impact on student learning.
 - Highlight areas of strength (*if any*).
 - Highlight the key issues (*if any*).
 - List important evidence about student learning from the self-study and the visit that supports these strengths and key issues.

Part B: Schoolwide Strengths and Critical Areas for Follow-up (2 pages)

- Briefly comment about the previously identified strengths and critical areas for follow-up.
- Synthesize schoolwide areas of strengths and list numerically. *Be sure that these can be documented by other sections of the report.*
- Synthesize schoolwide critical areas for follow-up and list numerically. *Be sure that these can be documented by other sections of the report.*
 - ✓ Areas already identified by the school in the action plan sections
 - ✓ Areas to be strengthened within the already identified areas
 - ✓ Additional areas identified by the visiting committee. *This includes areas related to student achievement and other profile data, the school program and operation, and the School Strategic Plan and forthcoming Academic and Financial Plan.*

Chapter V: Ongoing School Improvement (1–2 pages)

- Include a brief summary of the School Strategic Plan and forthcoming Academic and Financial Plan.
- Comment on the following school improvement issues:
 - ✓ Adequacy of the School Strategic Plan and forthcoming Academic and Financial Plan in addressing the identified critical areas for follow-up
 - ✓ Do the plans address the critical areas for follow-up?
 - ✓ Will the plans enhance student learning and achievement of the GLOs and HCPS?
 - ✓ Are the School Strategic Plan and forthcoming Academic and Financial Plan feasible within existing resources (facilities, time, money, personnel)?
 - ✓ Is there sufficient commitment to the plans, schoolwide and systemwide?
- 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 for monitoring the accomplishment of the School Strategic Plan and forthcoming Academic and Financial Plan.