LIMITED-TERM REVISIT PROCEDURES
FOR SUPPLEMENTARY EDUCATION CENTERS/PROGRAMS

The purpose of the limited-term revisit is to determine the Supplementary Education Centers/Programs progress in terms of responding to areas of needed improvement identified in the last full self-study visiting committee report.

The WASC Office will assign one or two members of the previous visiting committee (when available, and unless otherwise requested) to serve as the revisit committee. Once assigned, the chair will contact the Center/Program director to establish a date for the visit. Revisits usually occur during the spring of the scheduled year. Following the revisit, the revisit committee will make a recommendation regarding the continued accreditation status of the Center/Program.

CENTER/PROGRAM GUIDELINES

The required written progress report should be completed and distributed to the appropriate recipients at least 4–5 weeks prior to the visit. The revisit progress report should address all of the key areas of needed improvement identified in the last full self-study visiting committee report. If any additional revisits have taken place since the last full self-study, all areas of needed improvement from those visiting committee reports should be addressed as well. In addition, the Center/Program should explain if any identified areas of needed improvement are not considered valid or are no longer are appropriate because of changing conditions. Differing opinions on the nature and extent of progress should also be indicated and described.

The progress report is prepared by the Center/Program’s Follow-up Committee that has been coordinating the implementation and monitoring of the progress in meeting the areas of needed improvement as part of ongoing Center/Program growth that resulted from the last full self-study report. The goals and action steps should correspond to the visiting committee recommendations and reflect identified areas of needed improvement. In the compilation of this report, the Center/Program directors and others composing this Follow-up Committee will need to work closely with all staff.

Progress Report Format

A. Include the updated basic student/community profile from the prior full self-study report: general description of the Center/Program, student goals, student demographics, faculty/staff demographics, analytical summary of disaggregated and interpreted student achievement data.

B. Describe any significant developments, including program additions, since the last full self-study visit.
C. Comment on the Center/Program’s procedures for the implementation and the monitoring of the areas of needed improvement, noting the integration of the growth areas from the visiting committee report. Include how annual progress reports, as well as this progress report, have been prepared.

D. Comment on how well the Center/Program has responded to each area of needed improvement; cite evidence including how growth in each area has impacted student achievement.

The progress report should be completed at least 4–5 weeks before the revisit and distributed to the following people:

1. The revisit committee (this should provide quality preparation time for the team)
2. The Board and District personnel (if applicable)
3. The entire Center/Program staff as part of the ongoing follow-up
4. One copy of the report should be sent to:
   Accrediting Commission for Schools, WASC
   43517 Ridge Park Drive, Suite 100
   Temecula, California 92590
REVISIT COMMITTEE GUIDELINES

Site Visit Preparation

1. The chair contacts the Center/Program director and discusses what has occurred since the last visit, such as program changes and ongoing follow-up.
2. The chair utilizes the previous self-study visiting committee report as a reference to begin planning the one-day visit. The identified areas of needed improvement within the report are used as a guide in determining the areas of focus during the visit.
3. The chair and the Center/Program director determine how to use time most productively during the visit and establish a schedule. This may involve meetings with staff, students, and parents.
4. Upon receipt and analysis of the progress report, the chair finalizes the schedule for the revisit.
5. The chair communicates all information to the other member of the revisit committee.

Revisit Report

Immediately following the revisit, the revisit committee prepares a report that comments upon the progress made and any areas of needed improvement that still need to be addressed by the Center/Program. The completed report will be sent to the Center/Program, with a copy sent to the Accrediting Commission. The Commission will review the report, along with the team’s confidential recommendation.

The following format is suggested for the visiting committee revisit report:

Introduction

✓ General comments about the Center/Program and its setting and the Center/Program’s analysis of student achievement data.
✓ Significant changes or developments that have affected the Center/Program since the last visit.

Follow-up Process

✓ Description of the follow-up process, including a description of the individuals that have been responsible for overseeing the progress in responding to the areas of needed improvement.

Progress on Areas of Needed Improvement

✓ Comment on the response to each area of needed improvement. Include pertinent comments on the impact on student achievement.
✓ Recommendations: Priority and/or Additional Areas of Needed Improvement
  ✓ Write recommendations stating where additional attention is needed regarding previous areas of needed improvement.
  ✓ Identify new concerns, if applicable.
✓ Commendations Related to Progress: Note and report on significant progress the Center/Program has made in responding to the identified areas of needed improvement.
Confidential Accreditation Recommendation and Justification Statement

Limited-term revisits require a confidential accreditation status recommendation (ballot) to be completed and signed by all members of the revisit committee. The revisit committee completes the ballot regarding the recommendation to extend or withhold accreditation and includes a justification statement that supports their recommendation. The chair is responsible for sending the confidential ballot and justification statement to the WASC Office; it is helpful if at least one copy of the visiting committee report is included with the form.

Effective July 2012, WASC adopted a new approach to grant accreditation status. The focus on status, rather than terms, will better support high-quality learning for all students as well as the achievement of each school’s improvement needs. As WASC transitions to the new “status” format, status options available for 2012–13 limited-term revisits will depend on where the school is in the WASC six-year cycle. WASC accreditation is based on a six-year cycle, with a full self-study visit occurring every six years. Schools that receive a limited term are required to participate in a one-day mid-cycle visit at the three-year mark in the cycle. A mid-cycle visit is an in-depth visit with a visiting committee of two to five members, based on enrollment at the school.

The status options are as follows:

- **Year One of the Self-Study Cycle:**
  - Accreditation status granted with a progress report and one-day visit in two years
  - One-year accreditation status with a progress report and one-day visit in one year
  - Accreditation status withheld.

- **Year Two of the Self-Study Cycle:**
  - Accreditation status granted with a progress report and two-day visit in one year
  - Accreditation status withheld.

At the next regularly scheduled WASC Commission meeting, the Accrediting Commission for Schools will make a decision regarding the accreditation status of the Center/Program. This action will be based on the visiting committee report, the accreditation status recommendation, and the Center/Program’s progress report. The Center/Program will be informed of the Commission action following this meeting.

For further information, you may contact the WASC office at 951/693-2550, or you may write to:

Accrediting Commission for Schools, WASC
43517 Ridge Park Drive, Suite 100
Temecula, California 92590

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