The purpose of the three-year term revisit is to determine the future accreditation status of the school. The visiting committee will review the progress the school has made in responding to the critical areas for improvement identified in the previous visiting committee report and subsequent revisit reports, if any, as a basis for making this recommendation.

The ACS WASC office will appoint a committee of two to five members, one of whom will be from the original visiting committee, when available. The number of team members is determined by the school’s enrollment:

<table>
<thead>
<tr>
<th>School Enrollment</th>
<th>Number of Team Members</th>
</tr>
</thead>
<tbody>
<tr>
<td>1–449</td>
<td>2</td>
</tr>
<tr>
<td>450–1499</td>
<td>3</td>
</tr>
<tr>
<td>1500–2499</td>
<td>4</td>
</tr>
<tr>
<td>2500 +</td>
<td>5</td>
</tr>
</tbody>
</table>

Visits usually occur during the spring of the scheduled year. The school will indicate the most appropriate date on the confirmation of scheduled revisit form and the ACS WASC office will attempt to schedule the visit on that date.

The school’s progress report should address all the critical areas for follow-up, identified in the previous visiting committee report. If a school has been involved in additional revisits since the last full self-study, the critical areas for follow-up identified at that time should be addressed as well. The school should explain any recommendation that is no longer considered valid or appropriate because of changing conditions.

The progress report is prepared by the school’s Follow-up Committee that has been coordinating the implementation and monitoring of the schoolwide action plan. In the compilation of this report, the administrators and faculty members composing the Follow-up Committee need to work closely with all staff and other school community members.

The progress report should include:

a. The updated basic student/community profile from the previous full self-study: a general description of the school, schoolwide student goals, student demographics, faculty/staff demographics, analytical summary of disaggregated and interpreted student achievement data.

b. A description of any significant developments, including program changes, since the previous full self-study, i.e., a major increase or decrease in the student population, new facilities, etc.

c. The school’s procedures for the implementation and the monitoring of the schoolwide action plan, noting the integration of the critical areas for follow-up/recommendations from the visiting committee report. Include how annual progress reports as well as the three-year term progress report have been prepared.
d. A description of the accomplishment of each schoolwide action plan section; cite evidence including how each area has impacted student achievement, i.e., the accomplishment of one or more of the schoolwide learner outcomes and academic standards.

e. In each schoolwide action plan section, reference which critical areas of follow-up have been addressed.

f. Provide copies of the modified schoolwide action plan for year one, year two, and the current third year to the Visiting Committee. (It is assumed that the action plan has been modified and updated annually based on progress made or lack thereof.)

A template for the school’s progress report can be found on the ACS WASC website at www.acswasc.org/general/Three-year-Revisit-ProgressReportTemplate.doc. The progress report template and other revisit materials can be found at the bottom of the School Materials/Templates pages on the ACS WASC website: www.acswasc.org.

The progress report should be completed at least four to five weeks before the visit and submitted to the visiting committee.

Forward the following items to the visiting committee:

1. Progress report (submitted at least 4–5 weeks before the visit)
2. A copy of the visiting committee report from the previous full self-study
3. Copies of any additional reports required since the previous full self-study visit, if applicable.

The progress report should also be submitted to:

1. Entire school staff
2. Executive Director
   Accrediting Commission for Schools, WASC
   533 Airport Blvd., Suite 200
   Burlingame, CA 94010

The principal works closely with the visiting committee chairperson in planning the schedule for the two and one-half day visit and the principal is responsible for all logistical arrangements, such as lodging, work room, etc. The visiting committee expenses are submitted to the ACS WASC office for reimbursement. The principal should also make certain that all necessary paperwork is mailed in a timely fashion (see the list above).

As soon as the visiting committee chairperson forwards a copy of the visiting committee report to the school, the school needs to send three (3) copies of the visiting committee report to:

   Accrediting Commission for Schools, WASC
   533 Airport Blvd., Suite 200
   Burlingame, CA 94010

Note: The school should contact the chairperson if the school has not received a final copy of the visiting committee report within two (2) weeks following the visit.

The ACS WASC office will invoice the school (or district) for the revisit. This fee is based on a per-member fee. Additional information regarding ACS WASC Visiting Committee fees can be found on the ACS WASC website at www.acswasc.org/about_fees.htm.
VISITING COMMITTEE INSTRUCTIONS

Visit Preparation

1. The chairperson contacts the school and requests a copy of the visiting committee report from the previous self-study and any subsequent interim reports, if applicable.
2. The chairperson and principal discuss changes that have occurred since the last visit, i.e., a major increase or decrease in the student population, new facilities, etc.
3. The chairperson utilizes the visiting committee report from the previous self-study and the action plan (provided by the school) as a reference to begin planning the visit. The crucial areas for follow-up and the school’s action plan will guide the areas of focus during the visit.
4. The chairperson and the principal determine the most productive use of time during the visit and establish a schedule. This may involve meetings with staff, students, parents, district representatives, and other school community members and classroom visits.
5. Upon receipt and analysis of the progress report, the chairperson finalizes the schedule for the visit.
6. The chairperson communicates all information and forwards any paperwork deemed necessary (in addition to the progress report which is sent directly by the school) to the other members of the visiting committee.

At the end of the visit, the visiting committee holds an exit conference with the school’s leadership team to review the visiting committee’s findings.

After the visit, the visiting committee prepares a visiting committee report that documents the progress made and delineates areas that still need to be addressed by the school. The visiting committee report will be sent to the school with the request that the school send three (3) copies of the visiting committee report to the ACS WASC office. The report, as well as the visiting committee’s confidential accreditation status recommendation and justification statement, will be reviewed by the Commission.

Visiting Committee Report Format

The suggested format of the Visiting Committee Report is as follows:

I. Introduction (1/2 to 1 page)
   A. General comments about the school and its setting
   B. Significant changes or developments that have affected the school since the full visit

II. School’s Process for Report Development and Monitoring (1/2 to 1 page)

Briefly comment upon the school’s process for the development of the progress report, including the capacity of the school to monitor the implementation and accomplishment of the critical areas for follow-up as recommended by the previous visiting committee.
III. School’s Progress on the Critical Areas for Follow-up (2–4 pages but more may be needed)

A. Summary of School Progress: Comment on the accomplishment and success made in each schoolwide action plan section, noting which critical areas for follow-up have been addressed. In this succinct summary of the school’s progress since the full visit, comment on any observable impact on student learning.

B. Priority and/or Additional Areas for Improvement: Identify and note any areas that need to be given priority for the school’s ongoing improvement. (This may also include additional critical areas for follow-up.)

The template for the Three-Year Term Revisit Visiting Committee Report can be found on the ACS WASC website at www.acswasc.org/general/Three-year-Revisit-VCReportTemplate.doc. This template and other midterm review materials can be found on the Revisits Visiting Committee Resources page on the ACS WASC website at www.acswasc.org/vc_revisit.htm.

The chairperson sends a completed copy of the visiting committee report to the school.

The visiting committee completes the confidential recommendation regarding the extension or withholding of accreditation and the justification statement supporting the recommendation. The chairperson is responsible for sending this confidential form, along with one copy of the visiting committee report, to the ACS WASC office.

The visiting committee may recommend one of the following three options:

- Three-year accreditation granted with the next full self-study in three years
- Three-year accreditation granted with a progress report or a progress report and one-day visit in one year
- Accreditation withheld.

At the next regularly scheduled ACS WASC Commission meeting, the Commission will make a decision regarding the accreditation status of the school. This action will be made based on, the visiting committee report, the confidential accreditation status recommendation, and the school’s progress report. The school will be informed of the Commission action following this meeting.

For further information, you may contact our office at 650/696-1060, or you may write to:

Executive Director
Accrediting Commission for Schools, WASC
533 Airport Blvd., Suite 200
Burlingame, CA 94010

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