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## **Coordinator Guidelines: School's Follow-up Checklist**

- **After the visit the SC and chief administrator meet immediately with the Leadership Team to review the Visiting Committee Report and begin the follow-up process.**

The Leadership Team coordinates the refining and implementation of the action steps for each section of the schoolwide action plan. The narrative suggestions and critical areas for follow-up left by the Visiting Committee should be integrated into the schoolwide action plan. A copy of the modified schoolwide action plan must be sent to the following office:

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

Some schools may continue to use the schoolwide focus groups as "change agent" committees in the follow up process. The leadership team involves the total staff in annual assessment of progress, including data analysis about student learning in relation to expected schoolwide learning results and curricular objectives; this may result in modifications of the action plan. If the school annually reviews its plan and progress, the reports generated will comprise the major portion of the next self-study.

- **At the midpoint of the term of accreditation the Leadership Team prepares a third year progress report summarizing the school's major accomplishments of the schoolwide action plan and other changes since the visit.**

The Governing Authority reads, reviews and formally accepts the report which is forwarded to the Accrediting Commission for Schools. Depending upon the term of accreditation, a school may be required to have a one or two day review by two or more members of the original Visiting Committee.

- **The Commission may conduct unannounced visits and/or require specific reports for Title IV schools.** The Commission asks that Title IV schools submit a copy of their annual progress reports and modified action plan for review by Commission staff. Reports are due by June 1<sup>st</sup> of each year. Detailed instructions will be mailed during the fall and be on the ACS website. WASC response to the reports will be sent to the school by August.

The report will include the following: (1) basic school information, including any major changes during the year, (2) comments on the progress in addressing each action plan section through which the critical areas for follow-up have been accomplished; (3) supporting evidence, and (4) any refinements to the schoolwide action plan.

Below are brief comments about the ***ongoing nature*** of *Focus on Learning*.

2. Annually update the student/community profile and discuss with all stakeholders.
3. Annually summarize progress on the schoolwide action plan sections, noting key evidence, and make any necessary modifications or refinements in the plan. For Title IV schools the annual action plan progress report and refined action plan must be submitted by June 1<sup>st</sup> for review by Commission staff.
4. Periodically, review the schoolwide student goals (expected schoolwide learning results) and school purpose.
5. Synthesize all progress and complete a three-year progress report for submission to WASC; obtain Board approval of the report.
6. Host a mid-term review if this is a condition of the accreditation term granted. (Note: If a school received a term of one, two, or three years, progress reports and one or two-day revisits are conducted. The Commission then grants additional years of accreditation or denial.)
7. In preparation for the next self-study (usually 1 ½ years prior to full visit), ensure that all stakeholders are knowledgeable of student achievement data and other current data, including progress on all aspects of the action plan. Utilize the following information with stakeholders:
  - 1) current, updated student/community profile, emphasizing student achievement, and other pertinent evidence noted during the annual progress reports on the action plan
  - 2) the operating schoolwide action plan
  - 3) all progress via reports (usually an ongoing summary of action plan progress on computer)
8. Using the WASC criteria involve stakeholders through focus and home groups in the examination of the program using the information from the past years about student achievement and program changes (see #6). Gather and analyze any additional data/information needed.
9. Summarize key findings organized by the categories of criteria.
10. Revise the schoolwide action plan to show what will be accomplished during the forthcoming five-six years.
11. Finalize the self-study report that will include:
  - 1) the current profile
  - 2) overall progress report
  - 3) schoolwide student learner outcomes (expected schoolwide learning results)
  - 4) findings and supporting evidence
  - 5) schoolwide action plan