

School Self-Study Coordinator Post-Visit Checklist

- **Revise Schoolwide Action Plan**
- **Send copy of Action Plan to WASC and California Department of Education**

- **After the visit, the Self-Study Coordinator (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 action plan should be sent to WASC and the Intersegmental Relations Office at the California Department of Education.

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 academic standards; this will result in modifications annually of the action plan, including annual Board approval. If the school annually reviews its plan and progress, the reports generated will comprise the major portion of the next self-study.



Self-check questions:

Has the modified Schoolwide Action Plan been sent?

A copy of the modified schoolwide action plan must be sent to the following offices:

Accrediting Commission for Schools

533 Airport Boulevard, Suite 200

Burlingame, CA 94010

Intersegmental Relations Office

Secondary, Postsecondary and Adult Leadership Division

California Department of Education

1430 N Street, Suite 4503

Sacramento, CA 95814

- **The School Coordinator Checklists** can be found on the WASC website.

WASC Accreditation Process: Ongoing Improvement

In preparation for the self-study every six years the school should have been engaged in an ongoing improvement process. Below are brief comments about the **ongoing nature** of WASC Accreditation that focus on student learning and school improvement.

1. Annually update the student/community profile and discuss with all shareholders.
2. Annually summarize progress on the schoolwide action plan sections, noting key evidence, and make any necessary modifications or refinements in the plan.
3. Periodically, review the schoolwide student goals (expected schoolwide learning results) and school purpose.
4. Analyze and synthesize data that provides evidence of school progress and complete a three-year report for submission to WASC.
5. Host a one-day review if school was granted a six-year term with a one-day visit (**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 dependent upon where the school is in the six-year accreditation cycle.)
6. In preparation for the next self-study (usually 18 months prior to the full self-study visit), ensure that all shareholders are knowledgeable of student achievement data and other current data, including progress on all aspects of the action plan. Utilize the following information with shareholders:
 - a) current, updated student/community profile, emphasizing student achievement, and other pertinent evidence noted during the annual progress reports on the action plan
 - b) the operating schoolwide action plan
 - c) all progress via reports (usually an ongoing summary of action plan progress on computer)
7. Using the WASC criteria, involve shareholders 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.
8. Summarize key findings organized by the categories of criteria.
9. Revise the schoolwide action plan to show what will be accomplished during the forthcoming three to five years.
10. Finalize the self-study report that will include:
 - a) the current student/community profile
 - b) schoolwide student learner outcomes (expected schoolwide learning results)
 - c) overall progress report
 - d) findings and supporting evidence
 - e) schoolwide action plan