

# Visiting Committee Report Format

## 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 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.

## Chapter II: Progress Report (suggested length: 2 pages)

- Briefly comment on the school's major changes and follow-up process since the last self-study.
- 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 (suggested length: 1–½ pages)

- Comment on the school's self-study process with respect to the parameters and accuracy.
  - Did the school accomplish the five parameters of the self-study? (*See Focus on Learning, page 3 or Reference Card #1*)
  - Does the self-study accurately reflect the school's program for students?
  - Does the observable evidence reflect a sampling of what ALL students are doing and producing with respect to the WASC criteria and the school's expected schoolwide learning results (schoolwide learner outcomes)?
  - Does the observable evidence support the school's identified areas for growth?

## Chapter IV: Quality of the School's Program

Part A: For each category:

- Organization for Student Learning*
- Curriculum, Instruction, and Assessment*
- Support for Student Personal and Academic Growth*
- Resource Management and Development*

- Summarize an analysis of what currently exists and its impact on student learning (suggested length: 10–20 pages)
  - highlight areas of strength (if any)
  - highlight the key issues (if any) that need to be addressed to ensure quality education for all students
  - list important evidence about student learning from the self-study and the visit that supports these strengths and key issues

Part B: Synthesize the strengths and key issues from all categories into *schoolwide strengths and schoolwide critical areas for follow-up*. Include the information given below (suggested length: 2 pages).

- general comments about the emerging *schoolwide strengths* and *critical areas for follow-up*
- *schoolwide areas of strength* (list numerically) *Be sure that these can be documented by other sections of the report.*
- *schoolwide critical areas for follow-up* that will do the following: (list numerically) *Be sure that these can be documented by other sections of the report.*
  - *support* those areas already identified by the school in the action plan sections
  - *strengthen* those identified areas in the action plan sections
  - address *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 action plan.*

## **Chapter V: Ongoing School Improvement (suggested length: 2 pages)**

- Include a brief summary of the schoolwide action plan.
- Comment on the following school improvement issues:
  - adequacy of the schoolwide action plan in addressing the *critical areas for follow-up*  
Consider these questions:
    - Do the action plan sections address the *critical areas for follow-up*?
    - Will the action plan steps enhance student learning?
    - Is the action plan a “user-friendly” schoolwide action plan that has integrated all major school initiatives?
    - Is the action plan feasible within existing resources?
    - Is there sufficient commitment to the action plan, schoolwide and system wide?
  - existing factors that will support school improvement
  - impediments to school improvement that the school will need to overcome in order to accomplish any of the action plan sections
  - soundness of the follow-up process that the school intends to use for monitoring the accomplishment of the schoolwide action plan