ACS WASC FOLLOW-UP PROGRESS VISIT PROCEDURES

The ACS WASC Follow-up Visit is a one-day visit that takes place during the fourth year of the ACS WASC six-year accreditation cycle, the year following the mid-cycle visit. The previously identified critical areas for follow-up from the mid-cycle visit will be examined during the visit. The findings will be reviewed, and an official letter will be sent to the school following the review. The visit date is collaboratively determined by the visiting committee chairperson and the school.

Progress Report

Schools required to have a Follow-up Visit must prepare a follow-up progress report prior to the visit. The report should address the unresolved areas of concern noted in the mid-cycle visiting committee report.

The progress report should concisely detail:

- The progress made on the ongoing areas of concern
- A description of any significant developments since the last visit and the impact these developments have had on the school or specific curricular programs should be included.

A follow-up progress report template can be found on the School Materials/Templates pages of the ACS WASC website. All school stakeholders and shareholders should review the report prior to the submission of the report to ACS WASC.

The follow-up progress report should be completed four- to five-weeks prior to the visit. The school should send one copy of the report to each member of the Visiting Committee. One copy of the follow-up progress report should also be sent to ACS WASC electronically via email to file@acswasc.org.

Visiting Committee

The follow-up visit is a one-day visit with a one- or two-person visiting committee. The team will complete a visiting committee report and a summary statement which includes a recommendation to (1) reaffirm accreditation for the remainder of the accreditation cycle or (2) withhold accreditation.

1. **One** (1) copy of the **visiting committee report** should be sent to the school.
2. **One** (1) copy of the **visiting committee report** and **one** (1) copy of the confidential **recommendation and summary statement** should be sent via email to the appropriate ACS WASC Visit Coordinator listed below. The confidential recommendation and summary statement are not to be shared with the school.

Please contact us with any questions:

**Northern California/Hawaii Schools**
ACS WASC Burlingame Office
Michelle Nunes, Visit Coordinator
Phone: 650 548-4379
Email: mnunes@acswasc.org

**Southern California Schools**
ACS WASC Temecula Office
Alicia Adauto, Visit Coordinator
Phone: 951 693-2550
Email: aadauto@acswasc.org

*For ACS WASC purposes, Northern California is comprised of all counties north of and including San Luis Obispo, Kings, Tulare, and Inyo.*