Schools that receive probationary accreditation must prepare a progress report to submit to the visiting committee and participate in a probationary visit.

The purpose of the probationary visit is to determine the school’s progress in terms of student achievement of the schoolwide learner outcomes. Also examined during the probationary visit are the key outcomes and the progress made on the recommendations and the critical areas for follow-up identified by the previous full self-study visiting committee.

The ACS WASC office will assign the probationary visiting committee. Once assigned, the chairperson will contact the principal to establish a date for the visit. Following the visit, the visiting committee will make a recommendation regarding the continued accreditation status of the school.

**Preparation of the School's Progress Report**

The progress report should be prepared by the leadership team responsible for monitoring the schoolwide action plan. All stakeholders are encouraged to be involved in the process.

If there are differing opinions regarding the nature and extent of progress, this should be indicated and explained in the report. If changing conditions have made parts of the action plan obsolete, that should be noted and explained.

All stakeholders, including the Governing Board, should review and approve the report prior to the visit.


**Progress Report Format**

The school’s progress report format is as follows:

1. **Student/Community Profile Data**
   
   Include the following:
   
   - An updated student/community profile that includes the following: a brief, general description of the school and its programs; the school’s vision, mission, and learner outcomes; student and faculty/staff demographics; and student achievement data for a three-year period.
   
   - An updated summary of data with implications, identified critical learner needs, and important questions for staff discussion.

   ➔ *Note: Use the current student/community profile and summary that has been updated annually since the last full visit and other annual progress reports. (See Task 1 of the Focus on Learning manual.)*
II. **Significant School Changes and Developments**
   - Include a description of any significant changes and/or developments, i.e., program additions since the last full visit, changes in student enrollment, staffing changes.
   - Describe the impact these changes and/or developments have had on the school and/or specific curricular programs.

III. **Ongoing School Improvement**
   - Describe the process of engagement of all stakeholders in review of the student achievement data and the implementation and monitoring of the schoolwide action plan.
   - Describe the process used to prepare the progress report.

IV. **Progress on Critical Areas for Follow-up/Schoolwide Action Plan**
   - Provide analytical comments on the accomplishment of each schoolwide action plan section referencing the critical areas for follow-up addressed through each section; provide supporting evidence, including how each area has impacted student achievement.
   - If any critical areas for follow-up were not included in the school’s action plan, indicate what actions have been taken to address this issue and provide supporting evidence, including the impact on student achievement.
   - **Note:** The school’s schoolwide action plan should have incorporated all the critical areas of follow-up or major recommendations that were stated in the last self-study visiting committee report.

V. **Schoolwide Action Plan Refinements**
   - Comment on the refinements made to the single schoolwide action plan since the last full self-study visit to reflect schoolwide progress and/or newly identified issues.
   - Include a copy of the school’s latest updated schoolwide action plan.

### Distribution of the School’s Progress Report

1. The school shares the progress report with the faculty, staff, and governing board prior to the visit to the school.

2. At least four to five weeks prior to the visit, the school sends **one copy of the progress report** to each member of the visiting committee with additional materials, such as the current action plan. *It is assumed that annually the school has modified or refined the action plan based on progress noted.*

3. The school sends one copy of the report via email to file@acswasc.org.
ACS WASC PROBATIONARY VISIT
VISITING COMMITTEE INSTRUCTIONS

The probationary visiting committee is typically comprised of the chairperson and an additional educator from the previous self-study visiting committee when available. The visiting committee will visit the school to meet with the principal, leadership team, and other groups responsible for the monitoring and implementation of the schoolwide action plan. The visiting committee will focus its review on the progress made on the critical areas for follow-up (major recommendations) made by the previous ACS WASC committee and review the action plan.

Visiting Committee Guidelines

The school should provide copies of the following to the visiting committee:

1. The ACS WASC visiting committee report from the previous self-study
2. The current schoolwide action plan
3. The completed probationary progress report.

The visiting committee reviews these materials and the school’s follow-up process in response to the previous ACS WASC visiting committee report. The visiting committee will review progress made and significant developments at the school with the principal and/or Leadership Team. The visiting committee should emphasize the importance of noting the progress the school has made in student achievement using multiple means of assessment.

The chairperson works closely with the school to establish the visit date and coordinate the schedule. The visiting committee’s expense vouchers should be submitted to the ACS WASC Burlingame Office for reimbursement after the visit.

Visiting Committee Report

Immediately following the visit, the visiting committee will prepare its report detailing the areas of strength and critical areas for follow-up, with regard to progress made on the action plan.

The visiting committee report format is as follows:

I. Introduction
   • General comments about the school, its setting, and the school’s analysis of student achievement data.
   • Include a description of any significant changes and/or developments, i.e., program additions since the last full visit, changes in student enrollment, staffing changes.
   • Describe the impact these changes and/or developments have had on the school and/or specific curricular programs.
   • Briefly comment on the school’s follow-up process. Include a description of the committee that has been responsible for overseeing the progress of the school’s action plan and the preparation for the visit.
   • Describe the process used to prepare the progress report.

II. Progress on Critical Areas for Follow-up/Schoolwide Action Plan
   • Provide an analytical summary about the accomplishment of each schoolwide action plan section referencing the critical areas for follow-up addressed through each section.
   • Note evidence supporting the progress made and the impact made on student achievement.
If any critical areas for follow-up were not included in the school’s action plan, indicate what actions have been taken to address these issue(s) and include supporting evidence.

Note: The school’s schoolwide action plan should have incorporated all the critical areas of follow-up or major recommendations that were stated in the last self-study visiting committee report.

III. Commendations and Recommendations

A. Commendations:
- Comment on significant progress the school has made in responding to the critical areas for follow-up and in carrying out the related action plan.

B. Recommendations:
- Comment on any critical areas for follow-up/action plan sections that have not yet been completely addressed, if applicable.
- Identify any new areas of concerns, if applicable.

Visiting committee materials can be found on the Probationary Visits page of the ACS WASC website.

Confidential Accreditation Status Recommendation

The chairperson submits a confidential accreditation status recommendation to ACS WASC which includes a brief justification statement. The recommendation and justification statement includes:

- The progress made in responding to the schoolwide critical areas for follow-up (major recommendations)
- Whether additional visits or other conditions should be required of the school during the remainder of its current six-year accreditation cycle.

The committee will recommend one of the following options:

1. Five years of accreditation granted with a required two-day mid-cycle visit
2. One additional year of probationary accreditation granted with a two-day probationary visit required in one year
3. Accreditation withheld.

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

Distribution of the Visiting Committee Materials

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 accreditation status recommendation and justification statement should be sent to ACS WASC via email to reports@acswasc.org.

Please contact us if you have any questions.