PROGRESS REPORT PROCEDURES

The progress report is a concise compilation of all progress noted since the previous full self-study. Included in this report should be the progress made on the recommendations and critical areas for follow-up left by the previous full self-study visiting committee that have been integrated into the schoolwide action plan. Supporting evidence, including student achievement data analyzed using multiple means of assessment, should also be included.

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 progress report.

Progress Report Format

The school’s progress report format is as follows:

I. Introduction and Basic Student/Community Profile Data

Include the following:

- A brief general description of the school, the schoolwide student goals, the student demographics, and the faculty/staff demographics
- A summary of the disaggregated and interpreted student achievement data since the last full self-study, and how it may have impacted the entire school and designated subgroups of students
- The status of the school with respect to governing authority expectations, e.g., program improvement school, year three; Academic Performance Index (API); audit and resulting corrective action plan integrated into the single school plan.

Note: Utilize the current student/community profile and summary that has been updated annually since the last full visit and other annual progress reports.

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. Follow-up and Progress Report Development Process

- 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 to prepare the progress report. Include to what extent stakeholders were involved in the preparation of the report.
- Describe the process to present the progress report to the governing board.

IV. Progress on the Critical Areas for Follow-up within the Action Plan

- List the critical areas for follow-up and reference the schoolwide action plan sections where each critical area for follow-up has been addressed. 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.

  ➔ Note: The school’s action plan should have incorporated all the critical areas of follow-up or major recommendations that were stated in the last full visiting committee report.
- Comment on the progress made to date for each critical area for follow-up and cite evidence and examples of the impact on student learning.

V. Schoolwide Action Plan

- Comment on the refinements made to the schoolwide action plan since the last full self-study visit to reflect schoolwide progress and/or newly identified issues.
- Include a description of the school’s procedures for the implementation and monitoring of the single schoolwide action plan.
- Comment on the integration of plans into one single schoolwide action plan.
- Include a copy of the school’s latest updated schoolwide action plan.

The progress report template and other materials can be found at the bottom of the School Materials/Templates pages on the ACS WASC website: www.acswasc.org.

The principal should share the report with the entire school staff as part of the ongoing follow-up and provide copies to the district leadership and the Governing Board; the Board should review and formally accept the progress report.

Prior to June 1, the school should send an electronic copy of the report via email to mail@acswasc.org.

As a courtesy, you may also wish to send a copy of the report to the chairperson of the last visiting committee. Schools will receive a letter acknowledging receipt of the progress report. The school may be contacted in the event questions arise during the review process.

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