



WASC Three-Year Term Report and Revisit Procedures for EARCOS Schools

1. Definition

If a school receives a three-year term of accreditation as a result of their full self-study visit, a Three-Year Term Progress Report is prepared and a visit scheduled during the final year of the limited term. The school's Three-Year Term Progress Report is a complete follow-up report on **all** the recommendations or critical areas of follow-up of the previous full self-study's Visiting Committee. Details are outlined below.

2. School Progress Report Format

- a. Include the updated basic student/community profile from the prior full self-study: general description of the school, schoolwide student goals, student demographics, faculty/staff demographics, analytical summary of disaggregated and interpreted student achievement data.
- b. Describe any significant developments, including program additions, since the last full self-study.
- c. Comment on the school's procedures for the implementation and the monitoring of the schoolwide action plan, noting the integration of the critical areas for follow-up or recommendations from the Visiting Committee Report. Include how annual progress reports as well as this Three-Year Term Progress Report have been prepared.
- d. Comment on the accomplishment of each schoolwide action plan section; cite evidence including how each area has impacted student achievement, i.e., accomplishment of one or more of the schoolwide learning results and academic standards.
- e. In each schoolwide action plan section, reference which critical areas of follow-up have been addressed.

2. Additional Previsit Procedures for School

- a. The Progress Report should be completed at least 4–5 weeks before the revisit and mailed to the appropriate personnel; this should provide quality preparation time for the Revisit Committee.

Forward the following items to the **chair** and Visiting Committee member(s) of the revisit team:

- 1) Progress Report (mail at least 5 weeks before the visit)
- 2) Note: WASC will send copies of the recent full Visiting Committee Report and any additional reports, such as interim reports, to the Visiting Committee chair.

- b. In addition, share the Progress Report with those listed below:
 - 1) Entire school staff as part of ongoing follow-up
 - 2) Executive Director, Accrediting Commission for Schools
533 Airport Blvd., Suite 200
Burlingame, CA 94010
- c. The principal works closely with the Revisit Committee Chair in planning the schedule for the two-day visit and is responsible for all logistical arrangements, such as lodging, work room, etc. In addition, the principal makes certain that all necessary paperwork is mailed in a timely fashion.

3. Three-Year Term Visiting Committee Previsit Preparation

- a. WASC should provide the chair with a copy of the original Visiting Committee Report and any subsequent WASC reports, if applicable.
- b. The chair and head of school or principal discuss what has occurred since the last visit, such as school changes and ongoing follow-up.
- c. The chair utilizes the original report as a reference to begin planning the visit. The identified areas for growth and the school's action plan will guide areas of focus during the visit.
- d. The chair and the principal determine how to use time most productively during the visit and establish a schedule. This may involve meetings with staff, students, parents, district representatives, and other school community members and classroom visits.
- e. Upon receipt and analysis of the Progress Report, the chair finalizes the schedule for the revisit.
- f. The chair communicates all information to the other members of the Revisit Committee.

4. Three-Year Term Revisit Committee Report

- a. At the end of the visit, the Revisit Committee will have an exit conference with the school's leadership team to review the visiting team's findings.
- b. Immediately following the revisit, the Revisit Committee will prepare a brief report that comments on progress made and areas that still need to be addressed by the school. This report will be sent to the school with the reminder for the school to photocopy the report and send 10 copies to the WASC Office. The Accrediting Commission will review the report, as well as the Visiting Committee's confidential justification statement.

Suggested format of the Revisit Committee Report

Introduction (1/2 to 1 page)

- ✓ General comments about the school and its setting
- ✓ Significant changes or developments that have affected the school since the full visit

Follow-up Process (1/2 to 1 page)

Briefly comment upon the school's process for follow-up, including the capacity of the school to monitor implementation and accomplishment of the areas for improvement as recommended by the previous Visiting Committee.

School's Progress on Critical Areas for Follow-up (2–4 pages but more may be needed)

- ✓ Comment on the accomplishment of each schoolwide action plan section, noting which critical areas for follow-up have been addressed through each section. In this succinct summary of the school's progress since the full visit, comment on any observable impact on student learning.
- ✓ Identify and note any areas that need to be given priority for the school's ongoing improvement.
- ✓ Report on the school's success in carrying out its action plan.

Commendations Related to Progress (1/2 to 1 page)

- ✓ Note and report on significant progress the school has made in responding to the critical areas for follow-up and in carrying out the related action plan.

5. Post-Visit Duties of Three-Year Term Revisit Committee

- a. The Revisit Committee makes a confidential recommendation to the Commission to deny or extend accreditation. The committee may recommend an extension of three years, one year, or denial of accreditation. The Commission then makes the final term determination and sends official notification to the school.
- b. The Revisit Committee completes the confidential recommendation (ballot) and a one or two page justification statement supporting the confidential recommendation. The chair is responsible for sending the ballot and justification statement, along with a copy of the Visiting Committee Report to the WASC office.

Accrediting Commission for Schools, WASC
533 Airport Boulevard, Suite 200
Burlingame, CA 94010

Note: The report and justification statement may be sent via email to mail@acswasc.org; the signed ballot should be mailed.

- c. The chair also sends a copy of the completed Visiting Committee Report (without the attached confidential ballot or justification statement) to the school. If the school has not received a final copy of the Revisit Committee Report within 2 weeks following the visit, the school should contact the chairperson.

6. Possible Terms of Accreditation

- a. A Three-Year Term Revisit Committee may recommend the following terms:
- ✓ Three additional years
 - ✓ One additional year
 - ✓ Denial of accreditation
- b. At the next regularly scheduled meeting, the Accrediting Commission for Schools will make a decision regarding the accredited status of the school. This action will be based on the Progress Report submitted by the school, the Visiting Committee Report, and the confidential recommendation of the Revisit Committee. Immediately following this meeting, the school will be informed of the Commission action. The chairperson will receive a copy of the official letter sent to the school.

7. Expenses for the Visit

See the following page for the 2010–2011 WASC fee schedule for East Asia schools.

WASC Fee Schedule and Costs 2010–2011 for East Asia Schools

Annual Membership Fees

Elementary Schools – accredited or candidate	\$ 500.00
Intermediate Schools – accredited or candidate	\$ 756.00
Secondary Schools – accredited or candidate	\$ 756.00

Visiting Committee Fees

Overseas schools shall pay the following administrative fees in addition to the actual expenses of any on-site visit.

Initial Visit fee	\$ 750.00
Non-refundable application fee	\$ 150.00
Initial Visit fee	\$ 600.00
Self-Study/Renewal Visit fee	\$ 600.00
Substantive Change Visit fee (for each site)	\$ 400.00
Revisit fee or Midterm Review fee (includes any time a two-member committee makes an on-site visit)	\$ 600.00
Special Visit	\$ 750.00
WASC/CIS Preparatory Visit	\$ 600.00
Postponement fee after visiting committee has been selected and notified	\$ 500.00
Validation fee (appeal)	\$ 750.00

Fee schedule effective 7/01/10.

Travel Expenses

- a. The school pays the lodging and meal costs of the chairperson during the course of the visit and for one day prior to and one day after, if needed, for a full self-study visit. WASC will pay the travel costs of members from California or Hawaii and then bill the school for reimbursement.
- b. The school pays the lodging, meals, and travel expenses incurred by the members of the Visiting Committee in connection with the visit.

Office of Overseas School's Assistance

To encourage “government assisted schools” to become accredited, the Office of Overseas Schools (A/OS) of the Department of State provides a grant to WASC to assist in paying the travel expenses of the chairpersons and/or consultants to come from the U.S. to work with these schools. Such schools pay the costs that are incurred above those covered by the grant.

Fees are subject to change.