MID-CYCLE VISIT PROCEDURES (TWO-DAY) 
SCHOOL INSTRUCTIONS

Schools that receive a six-year status with a required two-day* mid-cycle visit must prepare a progress report to submit to the mid-cycle visiting committee prior to the scheduled visit.

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 and any improvement in student achievement relative to the schoolwide learner outcomes and academic standards. Supporting evidence should also be included. The progress report should be completed and distributed four to five weeks prior to the visit.

The mid-cycle visiting committee is comprised of a chairperson and an additional educator from the previous self-study visiting committee when available. **Once assigned, the chairperson will contact the principal to establish a date for the visit.** The visit should take place before the end of the third year of the school’s six-year cycle of accreditation.

The school works closely with the visiting committee chairperson in planning the schedule for the visit and the principal is responsible for all logistical arrangements, such as lodging, work room, etc. The visiting committee expenses are submitted to the ACS WASC office for reimbursement. The school should make certain that all necessary paperwork is submitted in a timely fashion.

Visits usually occur during the spring of the scheduled year. A confirmation form will be sent from the ACS WASC office; the school will choose a visit date.

**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.

The school mid-cycle progress report template can be found on the ACS WASC website at [www.acswasc.org/pdf_general/Mid-cycleProgressReportTemplate.doc](http://www.acswasc.org/pdf_general/Mid-cycleProgressReportTemplate.doc).

* Visiting committees meet the afternoon preceding the first day of the visit.
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 details; Academic Performance Index (API); and any audit and resulting corrective actions integrated into the Single Plan for Student Achievement or action plan.

→ Note: Use 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 used to prepare the progress report. Include to what extent stakeholders were involved in the preparation of the report and its presentation 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.
- 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 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.

Distribution of the School’s Progress Report

1. The school shares the progress report with the faculty, staff, and the governing board prior to the school visit.
2. At least four to five weeks prior to the visit, the school sends one (1) 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 electronic copy of the report on CD or flash drive to ACS WASC or via email to mail@acswasc.org.
MID-CYCLE VISIT (TWO-DAY) VISITING COMMITTEE INSTRUCTIONS

The mid-cycle visiting committee is typically comprised of the chairperson and additional educators 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 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

1. The school should provide the following materials to the visiting committee:
   a. The ACS WASC visiting committee report from the previous self-study
   b. The previous and current schoolwide action plan
   c. The completed mid-cycle progress report.

2. 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.

3. The chairperson works closely with the school to establish the visit date and coordinate the schedule.

4. 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 (1/2–1 page)
   - General comments about the school, its setting, and the school’s analysis of student achievement data.
   - Significant changes or developments that have affected the school since the last visit.

II. School’s Progress on Critical Areas for Follow-up within the Action Plan
    (2–4 pages, but more may be needed)
   - For each of the schoolwide critical areas for follow-up, with a particular emphasis on any area(s) of special concern, provide a succinct summary of the school’s progress since the last full visit and comment on any observable impact regarding student improvement.
III. **Commendations and Recommendations** (1 page)

**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.

**A. Recommendations:**
- Comment on any areas that need to be given priority for the school’s ongoing improvement. (This may also include critical areas for follow-up.)
- Identify new areas of concerns, if applicable.

Visiting committee materials can be found on the [Mid-cycle Two-Day Visits](#) page of the ACS WASC website.

**Confidential Summary Statement**

The chairperson submits a confidential summary statement to ACS WASC regarding the progress made on the schoolwide critical areas for follow-up (major recommendations). This statement should include 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 three options:

1. Reaffirm accreditation for the remainder of the six-year cycle
2. Reaffirm accreditation for the remainder of the six-year cycle and require an additional progress report or an additional progress report with a visit in one year
3. Accreditation may be withheld.

The chairperson and member(s) must sign and date the summary statement.

**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 signed confidential recommendation and summary statement should be sent to the ACS WASC Burlingame Office.

**Please make certain both the chairperson and member(s) have signed the confidential recommendation and summary statement.**

Please contact us if you have any questions.

**Northern California/Hawaii Schools†**
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- Michelle Nunes, Mid-cycle Visit Coordinator
- Phone: 650 548-4379
- Email: mnunes@acswasc.org

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- ACS WASC Temecula Office
- Emily Barton, Mid-cycle Visit Coordinator
- Phone: 951 693-2550
- Email: ebarton@acswasc.org

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

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