



Accrediting Commission for Schools

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THIRD-YEAR PROGRESS REPORT PROCEDURES FOR SUPPLEMENTARY EDUCATION CENTERS/PROGRAMS

Supplementary Education Centers/Programs that received a six-year term of accreditation are required to submit a written Progress Report at the end of the third year indicating the attention that has been given to the Areas of Needed Improvement or major recommendations within the Improvement Plan. This report should indicate the attention that has been given to the Areas of Needed Improvement or major recommendations within the Improvement Plan.

The group at the Center/Program that has the responsibility to monitor the Improvement Plan should prepare the report. This committee will need to request information from various groups at the school. In particular, those persons or groups who are most affected by the Improvement Plan and Areas of Needed Improvements should be intensely involved.

The completed progress report should be presented to district leadership and your Board of Trustees for formal review and acceptance prior to forwarding the report to the WASC Office. **The report is due at the WASC office no later than June 1.**

REPORT GUIDELINES

The Third Year Progress Report Procedures can be found on the WASC website at www.acswasc.org/pdf_general/SEPVisitAdditional_Written3rdyearprogressreport.pdf.

The Progress Report should include:

1. A description of any significant developments at the Supplementary Education Center/Program since the last full visit that have had a major impact on the Center/Program or specific curricular programs.
2. A description of the Center/Program's procedures for the implementation and the monitoring of the Improvement Plan on a yearly basis. Include how **annual progress reports**, as well as this third-year report, have been prepared.
3. Progress on Critical Areas
 - a. A description of progress on all Areas of Needed Improvement (or major recommendations) carried out within the Improvement Plan section. If any Areas of Needed Improvement or major recommendations have not been addressed or are slow to progress, please indicate why and explain the school's plan for how to achieve progress in that area during the next three years of accreditation.

- b. Comment on any additional areas that were addressed within the Improvement Plan.
- c. Indicate what impact the Improvement Plan has had on the quality and level of student learning.

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 Board of Trustees; the Board of Trustees should review and formally accept the Third-Year Progress Report.

Prior to **June 1**, the Supplementary Education Center/Program should send one copy of the report to:

Associate Executive Director
Accrediting Commission for Schools, Southern California Office
43517 Ridge Park Dr.
Temecula, CA 92590

As a courtesy, you may also wish to send a copy of the report to the chairperson of the last visiting committee. All schools will receive a letter acknowledging receipt of the Progress Report by the WASC staff, and the school will be contacted again in the event any questions arise during the review process.

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