



# Accrediting Commission for Schools

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## THREE-YEAR TERM REVISIT PROCEDURES

### SCHOOL INSTRUCTIONS

The purpose of the three-year term revisit is to determine the future accreditation status of the school. The visiting committee will review the progress the school has made in responding to the critical areas for improvement and action plans identified in the prior Visiting Committee Report and subsequent revisit committee reports, if any, as a basis for making this recommendation.

The WASC office will appoint a committee of two to five members, one of whom will be from the original Visiting Committee (when available). The number of team members is determined by the school's enrollment:

<u>School Enrollment</u>	<u>Number of Team Members</u>
1-449	2
450-1499	3
1500-2499	4
2500 +	5

Revisits usually occur during the spring of the scheduled year. The school will indicate the most appropriate date on the Confirmation of Scheduled Revisit form and the WASC office will attempt to schedule the visit on that date.

The school's Progress Report should address all the critical areas for improvement, recommendations, and action plans identified in the last Visiting Committee Report. If a school has been involved in additional revisits since the last full self-study, all critical areas of improvement should be addressed as well. The school should explain any recommendation that is no longer considered valid or appropriate because of changing conditions. Differing opinions on the nature and extent of progress should be indicated and described.

The Progress Report is prepared by the school's Follow-up Committee that has been coordinating the implementation and monitoring of the schoolwide action plan. In the compilation of this report, the administrators and faculty members composing the Follow-up Committee need to work closely with all staff and other school community members.

The Progress Report should include the following:

- a. The updated basic student/community profile from the prior full self-study: a general description of the school, schoolwide student goals, student demographics, faculty/staff demographics, analytical summary of disaggregated and interpreted student achievement data.
- b. A description of 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., the 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.
  - f. Provide copies of the modified schoolwide action plan for year one, year two, and the current third year to the Visiting Committee. (It is assumed that the action plan has been modified and updated annually based on progress made or lack thereof.)

The Progress Report should be completed at least 4–5 weeks before the revisit and mailed to the Revisit Visiting Committee.

Forward the following items to the **chair of the revisit team**:

- 1. Progress Report (mail at least 4–5 weeks before the visit)
- 2. A copy of the most recent full self-study visiting committee report
- 3. Copies of any additional reports required following the most recent full self-study visit, if applicable

In addition, share the Progress Report with those listed below:

- 1. Revisit Committee members (mail at least 4–5 weeks before the visit)
- 2. Entire school staff as part of the ongoing follow-up
- 3. Executive Director, Accrediting Commission for Schools  
533 Airport Blvd., Suite 200  
Burlingame, CA 94010

The principal should work closely with the Revisit Committee Chair in planning the schedule for the two-day visit and the principal is responsible for all logistical arrangements, such as lodging, work room, etc. Visiting Committee expenses for three-year term revisits are submitted to the WASC Office for reimbursement. The principal should also make certain that all necessary paperwork is mailed in a timely fashion (see the list above).

As soon as the Visiting Committee chair forwards a copy of the Visiting Committee Report to the school, the school needs to photocopy 10 copies of the Visiting Committee Report and forward them to:

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

**Note:** The school should contact the chairperson if the school has not received a final copy of the Revisit Committee Report within 2 weeks following the visit.

The WASC office will invoice the school (or district) for the revisit. This fee is based on a per-member fee. Additional information regarding WASC Visiting Committee fees can be found on the WASC website at [www.acswasc.org/about\\_fees.htm](http://www.acswasc.org/about_fees.htm).

## VISITING COMMITTEE INSTRUCTIONS

### Previsit Preparation:

1. The chair contacts the school and requests a copy of the most recent self-study Visiting Committee Report and any subsequent WASC reports, if applicable.
2. The chair and principal discuss what has occurred since the last visit, such as school changes and ongoing follow-up.
3. The chair utilizes the prior report and the action plans (provided by the school) 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.
4. The chair and the principal determine how to most productively use time 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.
5. Upon receipt and analysis of the Progress Report, the chair finalizes the schedule for the revisit.
6. The chair communicates all information and forwards any paperwork deemed necessary (in addition to the Progress Report which is sent directly by the school) to the other members of the Revisit Committee.

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.

Immediately following the revisit, the Revisit Committee will prepare a Visiting Committee 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 report, as well as the Visiting Committee's confidential justification statement, will be reviewed by the Accrediting Commission.

### **I. Introduction** (1/2 to 1 page)

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

### **II. 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.

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

- A **Summary of School Progress:** 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.

- B. **Priority and/or Additional Areas for Improvement:** Identify and note any areas that need to be given priority for the school's ongoing improvement. (This may also include additional critical areas for follow-up.)
- C. **School Success:** Report on the school's success in carrying out its action plan
- D. **Commendations Related to Progress:** 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.

The chair sends a completed report to the school and to the WASC office.

The Revisit Committee will complete the confidential recommendation regarding extension or denial of accreditation and the justification statement supporting the recommendation for the Accrediting Commission. The chair is responsible for sending this confidential form, along with one copy of the Visiting Committee Report, to the WASC office.

The Revisit Committee may recommend:

- a three-year term
- a one-year term
- denial of accreditation

At the next regularly scheduled WASC Commission meeting, the Accrediting Commission for Schools will make a decision regarding the accredited status of the school. This action will be based on, the Visiting Committee Report, the confidential recommendation of the Revisit Committee, and the school's Progress Report. The school will be informed of the Commission action following this meeting.

For further information, you may contact our office at 650/696-1060, or you may write to:

Executive Director  
Accrediting Commission for Schools, WASC  
533 Airport Blvd., Suite 200  
Burlingame, CA 94010

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