

School Self-Study Coordinator Self-Study Report Preparation Checklist

- **Establish timelines and support mechanisms**
 - **Provide orientation for staff and stakeholders**
 - **Form Leadership Team and other school groups**
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- 1. After participating in the first ACS WASC/CDE Self-Study training session, establish (a) a general calendar for the major self-study events and (b) a more detailed timeline of specific committee meetings and tasks to be accomplished.**
- 2. Establish support mechanisms such as board and district understanding and assistance, professional time for staff members, financial resources, and clerical/technical help.**
- 3. Establish a process for ongoing communication with staff about the accreditation process and cycle of quality. Initially orient staff and other stakeholders.**

This orientation should include:

- a. An explanation of the joint ACS WASC/CDE accreditation process along with its benefits to the school community
- b. An overview of the *Focus on Learning* self-study process
- c. The interrelationship between schoolwide learner outcomes and academic standards
- d. The understanding of the ACS WASC/CDE criteria
- e. The importance of using data and the self-study findings (1) to raise the urgency for system change; (2) to recommit to a vision of high academic achievement for all students; and (3) to investigate further the causes, barriers, impediments, challenges, remedies, and solutions to maximize student achievement and learning
- f. The importance of the ongoing improvement process for successful student learning
- g. The nature and purpose of the visiting committee
- h. Accreditation status determination.

The ongoing communication with staff should provide opportunities for sharing updated findings from the profile analyses, discussion about the implications of the data and identification of the critical student learning needs and their relationship to the schoolwide learner outcomes, strategies to gather and analyze evidence related to student learning and the ACS WASC/CDE criteria, review of the findings from all Focus Groups, and input on refining the Single Plan for Student Achievement.

4. Establish the Leadership Team, Data/Profile Group, Home and Schoolwide Focus Groups.

➔ **Note:** Each Schoolwide Focus Group usually concentrates on one criteria category and examines the effectiveness of that part of the school program; this analysis is also done in relation to two to three identified critical student learning needs, related schoolwide learner outcomes and academic standards that the Leadership Team selected based on student achievement data.

5. Prepare self-study materials. (These can be distributed electronically.)

Suggested information for the self-study packets include: the overview, ACS WASC/CDE criteria, general and specific timelines, committee structures and membership, self-study report format, and self-study tasks. *Add to the materials: the student/community profile, the progress report, the summary of the profile and progress data (Chapters I–III).*

6. Have available pertinent information for the self-study. This information will be used by the student/community profile committee, the Schoolwide Focus Groups, and the Home Groups.

Subject area staff members will use curricular references which can be obtained from the following source:

California Department of Education
www.cde.ca.gov

7. Train Leadership Team and Focus/Home Group leaders in roles and responsibilities, including strategies in group dynamics and data analysis.

Training should emphasize:

- a. A review of the basic purpose of the self-study, visit, and follow-up: a school improvement process
- b. The outcomes of the self-study
- c. The importance of verification: in-depth gathering and analysis of evidence
- d. The suggested tasks of the model self-study or the school's modifications
- e. The extreme importance of all committee members understanding the use of the schoolwide learner outcomes, academic standards, the California Assessment of Student Performance and Progress (CAASPP) system, and assigned criteria
- f. The role of the Home and Focus Group chairs as:
 - 1) Group facilitators of committee discussions and syntheses
 - 2) Coordinators for gathering of evidence, especially analysis of student work and observations of students working
- g. The essential participation in regular meetings to review progress of the self-study.

➔ **Note:** The self-study coordinator and principal should work with the Leadership Team to clarify its purpose and to develop group norms.

Additional School Coordinator Checklists

- The **School Self-Study Coordinator Visit Preparation Checklist** can be found on page 135.
- The **School Self-Study Coordinator Post-Visit Checklist** can be found on page 183.
- The **School Coordinator Checklists** can be found on the ACS WASC website.

School Self-Study Coordinator Visit Preparation Checklist

- Finalize schedule and visit arrangements
- Self-study report distributions
- Visiting committee report distributions

1. Self-study coordinator (SC) and visiting committee chairperson communicate prior to visit.

Prior to the visit, the visiting committee chairperson will be in communication with the SC and principal to answer questions and give assistance. The principal and the chairperson should establish a date for the chairperson to visit the school for a preliminary visit. During the previsit, the chair will become familiar with the school and the self-study progress, offer guidance in conducting the self-study, and begin to develop a detailed schedule for the visit. The chairperson will maintain regular communication with the school through additional visits, phone calls, faxes, and email. This includes critique of draft sections of the self-study report. (Refer to the “Visiting Committee Chairperson Checklist, Previsit Preparation.”)

2. SC makes housing and other arrangements for the visiting committee.

The SC arranges housing and adequate work space for the visiting committee. There should be an area for exhibit materials that support the self-study in the work space. Word processing, printing, copy services, technical, and clerical support should be made available to the visiting committee. The school should provide equipment such as an LCD projector in the work space.

➔ **Note:** Schools directly reimburse visiting committee members for expenses incurred during the previsit and the self-study visit. This includes meals, mileage, and other accreditation visit-related expenses. Lodging should be arranged and directly paid for by the school.

3. After the Self-Study Report is completed, copies are distributed to the appropriate people/organizations. The SC and visiting committee chairperson finalize the schedule for the visit.



Self-Check Questions

Have electronic copies of the Self-Study Report been sent to the appropriate recipients?

The SC submits the Self-Study Report after final Leadership Team review. The SC ensures all appropriate people/organizations have a copy no later than six weeks prior to the visit:

- The visiting committee members
- Staff members and other stakeholders

- The SC submits the self-study report to ACS WASC in a single pdf or Word document (reference and support materials are not required) using the **Document Upload** link on the top navigation bar of the ACS WASC website: www.acswasc.org/document-upload/.

4. During the month prior to the visit, the SC and the Leadership Team continue discussion of the implementation of the schoolwide action plan.

Staff members and other stakeholders review the schoolwide action plan and the reports by the Focus Groups; they provide feedback to their committee chairpersons. Using this information, the Leadership Team continues to refine the schoolwide action plan. The Leadership Team will share these ideas with the visiting committee.

5. SC completes preparation for the ACS WASC visit.

SC verifies all visiting committee visit arrangements: housing, meals, technical and clerical support, word processing and/or copy services, school map, master classroom schedule, parking facilities, name tags, etc. SC ensures the availability of exhibits in the workroom and throughout the school, including representative student work samples that have been analyzed.



Self-Check Questions

- **Have the visiting committee visit arrangements been made?**
- **Have any needed reimbursement issues been resolved?**

6. During the visit, the stakeholders discuss specific issues of the self-study with the visiting committee.

The visiting committee will have extensive dialogue with the Focus Groups and the Leadership Team. Important to these sessions and the subject area/stakeholder meetings will be the visiting committee's examination and understanding of the information and evidence that supported the schoolwide findings. Throughout the visit the visiting committee chairperson will regularly communicate with the principal and the self-study coordinator; the visiting committee will meet daily with the Leadership Team regarding the visiting team's findings.

7. The SC distributes electronic copies of the final visiting committee report to all stakeholder groups.

**Self-Check Question**

Has the final visiting committee report and supporting evidence been sent to the appropriate recipients?

- 8. After the visit, the SC facilitates the integration of the narrative suggestions and critical areas for follow-up left by the visiting committee in the report into a modified schoolwide action plan.**

**Self-Check Questions**

Has the modified schoolwide action plan been sent to the appropriate recipients?

No later than six weeks following the visit, the school should send:

- An electronic copy of the **modified action plan** to the ACS WASC Office in a single pdf or Word document using the Document Upload link on the top navigation bar of the ACS WASC website: www.acswasc.org/document-upload/.
- Copies to all stakeholder groups.

- The **School Self-Study Coordinator Post-Visit Checklist** can be found on page 183.
- The **School Coordinator Checklists** can be found on the ACS WASC website.

School Self-Study Coordinator Post-Visit Checklist

- Revise the schoolwide action plan
 - Send a copy of the revised Action Plan to ACS WASC
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- After the visit, the self-study coordinator (SC) and chief administrator meet immediately with the Leadership Team to review the visiting committee report and begin the follow-up process.

The Leadership Team coordinates the refining and implementation of the action steps for each section of the schoolwide action plan. The narrative suggestions and critical areas for follow-up left by the visiting committee should be integrated into the schoolwide action plan.

A copy of the modified action plan should be sent to ACS WASC.

Some schools may continue to use the Schoolwide Focus Groups as “change agent” committees in the follow-up process. The Leadership Team involves the total staff in annual assessment of progress, including data analysis about student learning in relation to schoolwide learner outcomes and academic standards; this will result in modifications annually of the action plan, including annual board approval. If the school annually reviews its plan and progress, the reports generated will comprise the major portion of the next self-study.



Self-check questions

Has the modified schoolwide action plan been sent?

- No later than six weeks following the visit, the school should send an electronic copy of the modified action plan to the ACS WASC Office in a single pdf or Word document using the Document Upload link on the top navigation bar of the ACS WASC website: www.acswasc.org/document-upload/.

- The **School Coordinator Checklists** can be found on the ACS WASC website.