



Accrediting Commission for Schools Western Association of Schools and Colleges

ACS WASC 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 identified in the previous visiting committee report and subsequent revisit reports, if any, as a basis for making this recommendation.

The ACS 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

Visits 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 ACS WASC office will attempt to schedule the visit on that date.

The school's progress report should address all the critical areas for follow-up, identified in the previous visiting committee report. If a school has been involved in additional revisits since the last full self-study, the critical areas for follow-up identified at that time should be addressed as well. The school should explain any recommendation that is no longer considered valid or appropriate because of changing conditions.

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 format is as follows:

I. Student/Community Profile Data

Include the following:

- An updated student/community profile that includes the following: a brief, general description of the school and its programs; the school's vision, mission, and learner outcomes; student and faculty/staff demographics; and student achievement data for a three-year period.
- An updated summary of data with implications, identified critical learner needs, and important questions for staff discussion.

➔ **Note:** Use the current student/community profile and summary that has been updated annually since the last full visit and other annual progress reports. (See Task 1 of the Focus on Learning manual.)

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. Ongoing School Improvement

- Describe the process of engagement of all stakeholders in review of the student achievement data and the implementation and monitoring of the schoolwide action plan.
- Describe the process used to prepare the progress report.

IV. Progress on Critical Areas for Follow-up/Schoolwide Action Plan

- Provide analytical comments on the accomplishment of each schoolwide action plan section referencing the critical areas for follow-up addressed through each section; provide supporting evidence, including how each area has impacted student achievement.
- 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 and provide supporting evidence, including the impact on student achievement.

➔ **Note:** The school’s schoolwide action plan should have incorporated all the critical areas of follow-up or major recommendations that were stated in the last self-study visiting committee report.

V. Schoolwide Action Plan Refinements

- Comment on the refinements made to the single schoolwide action plan since the last full self-study visit to reflect schoolwide progress and/or newly identified issues.
- Include a copy of the school’s latest updated schoolwide action plan.

The progress report template and other revisit materials can be found on the ACS WASC website: www.acswasc.org.

The progress report should be completed no later than six weeks before the visit and submitted to the visiting committee.

Forward the following items to the visiting committee:

1. Progress report
2. A copy of the visiting committee report from the previous full self-study
3. Copies of any additional reports required since the previous full self-study visit, if available.

The progress report should also be submitted to:

1. Entire school staff
2. The school submits a copy of the progress report to ACS WASC 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 principal works closely with the visiting committee chairperson in planning the schedule for the two and one-half day 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.

Note: The school should contact the chairperson if the school has not received a final copy of the visiting committee report within two (2) weeks following the visit.

The ACS WASC office will invoice the school (or district) for the revisit. This fee is based on a per-member fee. Additional information regarding ACS WASC Visiting Committee fees can be found on the ACS WASC website.

VISITING COMMITTEE INSTRUCTIONS

Visit Preparation

1. The chairperson contacts the school and requests a copy of the visiting committee report from the previous self-study and any subsequent interim reports, if applicable.
2. The chairperson and principal discuss changes that have occurred since the last visit, i.e., a major increase or decrease in the student population, new facilities, etc.
3. The chairperson utilizes the visiting committee report from the previous self-study and the action plan (provided by the school) as a reference to begin planning the visit. The critical areas for follow-up and the school's action plan will guide the areas of focus during the visit.
4. The chairperson and the principal determine the most productive use of 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 chairperson finalizes the schedule for the visit.
6. The chairperson 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 visiting committee.

At the end of the visit, the visiting committee holds an exit conference with the school's leadership team to review the visiting committee's findings.

After the visit, the visiting committee prepares a visiting committee report that documents the progress made and delineates areas that still need to be addressed by the school. The report, as well as the visiting committee's confidential accreditation status recommendation and justification statement, will be reviewed by the Commission.

Visiting Committee Report Format

The visiting committee report format is as follows:

I. Introduction

- General comments about the school, its setting, and the school's analysis of student achievement data.
- 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.
- 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.

II. Progress on Critical Areas for Follow-up/Schoolwide Action Plan

- Provide an analytical summary about the accomplishment of each schoolwide action plan section referencing the critical areas for follow-up addressed through each section.
- Note the evidence supporting the progress made and the impact made on student achievement.

- If any critical areas for follow-up were not included in the school's action plan, indicate what actions have been taken to address these issue(s) and include supporting evidence.
- ➔ Note: The school's schoolwide action plan should have incorporated all the critical areas of follow-up or major recommendations that were stated in the last self-study visiting committee report.

III. Commendations and Recommendations

A. 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.

B. Recommendations:

- Comment on any critical areas for follow-up/action plan sections that have not yet been completely addressed, if applicable.
- Identify any new areas of concerns, if applicable.

The visiting committee template and other review materials can be found on the ACS WASC website.

The visiting committee completes the confidential recommendation which includes an accreditation status recommendation and the justification statement supporting the recommendation. The chairperson is responsible for sending this confidential form, along with one copy of the visiting committee report, to the ACS WASC office.

The visiting committee may recommend one of the following options:

- Three-year accreditation granted with the next full self-study in three years
- Three-year accreditation granted with a progress report or a progress report and one-day visit in one year
- Accreditation status withheld.

Distribution of the Visiting Committee Materials

1. **One** (1) copy of the **visiting committee report** should be sent to the school.
2. The **visiting committee report** and the **confidential recommendation and summary statement** should be sent to ACS WASC using the Document Upload link on the top navigation bar of the ACS WASC website: www.acswasc.org/document-upload/. The confidential recommendation and summary statement are **not** to be shared with the school.

At the next regularly scheduled ACS WASC Commission meeting, the Commission will make a decision regarding the accreditation status of the school. This action will be made based on, the visiting committee report, the confidential accreditation status recommendation, and the school's progress report. The school will be informed of the Commission action following this meeting.

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