

ACS WASC/HAIS ACCREDITATION VISIT**Preparing, Reviewing, Reporting, Follow-up
Procedures/Responsibilities of Visiting Committee Members****Stage I: Previsit Preparation****A. Understand Key Outcomes of Self-Study**

1. the involvement and collaboration of school community members in the self-study
2. the clarification of the school's purpose and schoolwide learner outcomes
3. the assessment of the actual student program and its impact on student learning with respect to the criteria
4. the development of a schoolwide action plan and correlated subject area/support program action steps to address identified growth needs
5. the development and implementation of an accountability system for monitoring the accomplishment of the action plan

B. Review criteria and standards, indicators, and appropriate curricular references**C. Read the School Report****D. Compare the school's self-study findings to the concepts of the criteria and standards****E. Write questions about concerns, clarifications, and evidence to be pursued during the visit**

Write tentative description of what currently exists and commendations and recommendations for assigned sections of the Visiting Committee Report

Stage II: Initial Visiting Committee Member Meeting**A. Discuss the School Report in relationship to the concepts of the criteria: perceptions, questions, and concerns***Over*

B. Review the tentative prewriting

C. Decide on the critical areas of focus for evidence analysis during the visit

Stage III: Synthesis Meeting (Night Meetings)

Discuss and synthesize with other Visiting Committee members the following:

1. Key concepts of criteria and standards
2. School Report
3. Findings during visit

Stage IV: Closure

A. Share the draft report with the Leadership Team and make appropriate modifications

B. Decide on the accreditation status recommendation

C. Share the final report with the school

D. Collaborate with the committee chair to complete the justification statement supporting the accreditation status recommendation

E. Encourage ongoing school site follow-up