

School Principal and Self-Study Coordinator 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 GDOE/ACS WASC 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 a process for ongoing communication with staff about the accreditation process and cycle of quality. Initially, orient staff and other stakeholders, including district personnel that can support the process.**

This orientation should include:

- a. An explanation of the joint GDOE/ACS WASC accreditation process along with its benefits to the school community
- b. An overview of the GDOE/ACS WASC *Focus on Learning* self-study process
- c. The interrelationship between schoolwide learner outcomes and academic standards
- d. The understanding of the GDOE/ACS WASC 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 the following:

- Sharing updated findings from the profile analyses
- Discussing the implications of the data
- Identifying the student learning needs and their relationship to the schoolwide learner outcomes
- Utilizing strategies to gather and analyze evidence related to student learning and the GDOE/ACS WASC criteria
- Reviewing the findings from all Focus Groups
- Refining the schoolwide action plan.

3. 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. Analysis is completed in relation to several identified student learning needs, schoolwide learner outcomes and academic standards that the Leadership Team selected based on student achievement data.

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

Suggested information for the self-study packets include: the overview, GDOE/ACS WASC criteria, general and specific timelines, committee structures and membership, self-study report format, and self-study tasks. In addition, the following materials should also be distributed: the student/community profile, the progress report, the summary of the profile and progress data (Chapters I–III).

1. 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.
2. 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 *expectations* 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 student/community profile and summary
- 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 observation of student engagement
- g. The essential participation in regular meetings to review progress of the self-study.

Additional Principal and Self-Study Coordinator Checklists

- The **Principal and Self-Study Coordinator Checklists** can be found on the ACS WASC website.

Self-Study Self-Check Questions

For each of the five tasks a set of self-check questions is included. These are also listed on the following page as a reference for the principal, self-study coordinator, and other Leadership Team members.

GDOE/ACS WASC Focus on Learning Self-Check Questions

School Timeline and Committees

Self-Check Questions

- Has the timeline been developed so that the self-study will be ready to send to the visiting committee no later than six weeks prior to the visit?
- Has the maximum time for Home and Focus Group meetings been allotted and are the meetings well-spaced out throughout the self-study process?
- Is the Leadership Team representative of the school community?
- Is the suggested FOL committee structure being adapted to build upon and strengthen the school's current organization for schoolwide communication?
- Are all certificated staff serving on *two* groups — a Home Group and a Focus Group?
- Has the school reflected upon the type of committee organization that will be most effective in the implementation of the schoolwide action plan? For example, should the school maintain the Focus Groups after the visit to monitor the schoolwide action plan?

GDOE/ACS WASC FOL, Task 1 (Student/Community Profile)

Self-Check Questions

- Has the Leadership Team gathered and analyzed all required and pertinent data to identify the characteristics and trends of achievement of ALL the students?
- Has the Leadership Team produced a user-friendly profile for all stakeholders?
- Have the certificated staff members and other stakeholders scheduled a time for discussion of the profile, including the vision, mission, and schoolwide learner outcomes?

GDOE/ACS WASC FOL, Task 2 (Progress Report)

Self-Check Questions

- Did the school show how the schoolwide critical areas for follow-up and recommendations identified by visiting committees since the last full self-study were integrated into the schoolwide action plan?
- Did the progress report include data that indicates whether school staff and students met established growth targets?
- Does the progress report show how the schoolwide action plan impacted achievement of the student learning needs and one or more schoolwide learner outcomes?
- Did the school show how other critical areas for follow-up were addressed that were not part of the schoolwide action plan?

GDOE/ACS WASC FOL, Task 3 (Summary of Profile and Progress Data)

Self-Check Questions

- Have the certificated staff members and other stakeholders discussed the profile and progress since the last full self-study or initial visit?
- Has the school obtained input from all stakeholders in the identification of the student learning needs?
- Has there been discussion about the relationship between student learning needs and the schoolwide learner outcomes?
- Have the stakeholders defined the measurable indicators of the schoolwide learner outcomes?
- Do the stakeholders use the profile data, including the vision, mission, and schoolwide learner outcomes, to guide further inquiry about student achievement and the school programs?
- Have the three to four important questions been determined that will be discussed within the Home/Focus groups?

GDOE/ACS WASC FOL, Task 4 (Assessment of Program)

Self-Check Questions

- Was the analysis of the school program done in relation to the accomplishment of the student learning needs, the schoolwide learner outcomes, academic standards, and the criteria?
- Was the accuracy of the findings discussed and supported by evidence?
- Did discussion occur about how the findings relate to supporting the learning needs of all students?
- Were evaluative responses provided for all the criteria/indicators/prompts with supporting evidence? (How effective? What has been the impact on student learning?)
- Are strengths and prioritized areas for growth reasonable based on the aligned findings and evidence?

GDOE/ACS WASC FOL, Task 5 (Refinement of the Schoolwide Action Plan)

Self-Check Questions

- Were the schoolwide strengths and growth areas/challenges (i.e., Categories A–E) used to revise the schoolwide action plan?
- Is the schoolwide action plan organized around growth targets and benchmarks for all appropriate student subgroups?
- Do the outcomes in the schoolwide action plan address the learning needs of students as identified in the student/community profile?
- Is there an effective process in place to integrate the visiting committee suggestions after the visit?
- Is there a sound follow-up process that will be used to monitor the accomplishment of the schoolwide action plan and modify as needed?

School Principal and Self-Study Coordinator Visit Preparation Checklist

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

1. Principal, 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 principal and SC 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. Principal and SC make housing and other arrangements for the visiting committee.

The principal and SC arrange 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 a LCD projector in the work space.

➔ **Note:** Details regarding suggested housing arrangements and reimbursement will be provided separately to the schools.

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



Self-Check Questions

Have 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 principal, 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. Principal and SC complete preparation for the ACS WASC visit.

Principal and SC verify 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. Principal and SC ensure 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 worked out?**

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 sends copies of the final visiting committee report to ACS WASC and all stakeholder groups.



Self-Check Questions

Has the final visiting committee report 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?**

By June 1 (January 31 for fall visits), the school should send:

- An electronic copy of the **modified schoolwide 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 stakeholders groups.
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- The **Principal and Self-Study Coordinator Post-Visit Checklist** can be found on page 149.
 - The **Principal and Self-Study Coordinator Checklists** can be found on the ACS WASC website.

Principal and Self-Study Coordinator Post-Visit Checklist

- Revise the schoolwide action plan
 - Send a copy of the revised schoolwide action plan to ACS WASC
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- **After the visit, the self-study coordinator (SC) and principal 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 schoolwide 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 schoolwide 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?

- **An electronic copy of the modified schoolwide 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 **Principal and Self-Study Coordinator Checklists** can be found on the ACS WASC website.