As you write the Visiting Committee Report, keep in mind that the audience is both the school and the CAIS/ACS WASC readers.

I. Introduction

The school’s profile, exactly as written by the school in the self-study. The Visiting Committee’s commentary regarding the school and its written profile, including information and observations not included in the school’s summary about itself, such as issues of growth and significant changes. Statements made in this section should be factual in nature.

II. Assessment of the Progress Report

Discuss the significant changes and progress made on previous major recommendations since the school’s last self-study. The focus of this section is to discover how the school uses its self-study and accreditation visits. While the school is required to respond to all major recommendations, it is not required to implement each. Reasons should be provided for this decision, and might be influenced by a major change that has occurred at the school since the time of the last accreditation. A major change might be a new head of school, construction of new buildings, a major capital campaign, a change in the school’s grade level configuration, or graduation requirements.

III. Comments on the Self-Study Process

How effective was the school in promoting and securing the broad involvement and collaboration of the full school community in creating the self-study? The rating must be accompanied by a statement of rationale that explains the committee’s reasoning and summarizes the evidence that it used in determining the rating.

IV. Assessment of School’s Performance

A major component of the Visiting Committee report is the team’s thoughtful commentary regarding the school’s performance in light of the 16 accreditation standards found in the new manual. This part of the report will be divided into six sections, each of which will address the accreditation standards included in that section’s chapters in the self-study manual. The organization of the six sections is as follows:

Section I: Institutional Purpose and Core Values (Chapter 1)
Section II: Teaching and Learning (Chapters 2-7)
Section III: Financial Sustainability (Chapters 8-10)
Section IV: Operations (Chapters 11-13)
Section V: Institutional Stewardship and Leadership (Chapters 14-15)
Section VI: Institutional Improvement and Sustainability (Chapter 16)
The Visiting Committee report includes all of the following components within each of the six sections noted above:

- A context statement
- A list or explanation of the school’s notable strengths
- A list or explanation of the significant opportunities and challenges that the school is currently facing or will be facing in the future, which may a few carefully chosen guiding questions to promote further institutional self-reflection
- Recommendations (including a few designated as major recommendations)
- A rating for each chapter standard contained in each section, along

V. Summary Listing of the Major Recommendations
Copy from earlier parts of the Visiting Committee Report

VI. Summary Listing of the 16 Chapter Ratings
Copy from earlier parts of the Visiting Committee Report. Write out the standard and the respective chapter rating for that standard.