



HIDOE/ACS WASC PROGRESS REPORT PROCEDURES

The progress report is a concise compilation of all progress noted since the previous visit. Included in this report should be the progress made on the recommendations and critical areas for follow-up left by the previous visiting committee that have been integrated into the schoolwide action plan. Supporting evidence, including student achievement data analyzed using multiple means of assessment, should also be included.

Preparation of the School's Progress Report

The progress report should be prepared by the leadership team responsible for monitoring the Academic Plan. All stakeholders are encouraged to be involved in the process.

If there are differing opinions regarding the nature and extent of progress, this should be indicated and explained in the report. If changing conditions have made parts of the Academic Plan obsolete, that should be noted and explained.

All stakeholders, including the governing board, should review and approve the progress report.

Progress Report Format

The school's 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 General Learner Outcomes; student and faculty/staff demographics; and student achievement data for a three-year period.
- An updated summary of data with implications, identified major student 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 2 of the HIDOE/ACS WASC 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 Academic Plan.
- Describe the process used to prepare the progress report.

IV. Progress on Implementation of the Academic Plan

- Provide a summary of progress on the accomplishment of the Academic Plan's outcomes and enabling activities referencing the critical areas for follow-up. (The critical areas for follow-up that were stated in the last self-study visiting committee report or any subsequent visits should be included in the Academic Plan.)
 - Comment on how supporting evidence was analyzed to explain progress on the outcomes and enabling activities.
 - Analyze how the progress on the outcomes and enabling activities have impacted student achievement.
- ➔ **Note:** If any critical areas for follow-up were not included in the school's Academic Plan, indicate what actions have been taken to address these issues and provide supporting evidence, including the impact on student achievement.

V. Academic Plan Refinements

- Comment on the refinements made to Academic Plan since the last full self-study visit to reflect schoolwide progress and/or newly identified issues.
- Include a copy of the school's Academic Plan.

The progress report template and other materials can be found on the School Process Hawaii Public Schools page of the ACS WASC website: www.acswasc.org.

The principal should **share the report with the entire school staff** as part of the ongoing follow-up and provide copies to the Complex Area leadership and the governing board; the board should review and formally accept the progress report.

Prior to June 1, the school should submit 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/.

As a courtesy, you may also wish to send a copy of the report to the chairperson of the last visiting committee. Schools will receive a letter acknowledging receipt of the progress report. The school may be contacted in the event questions arise during the review process.