



# ACS WASC Steps for Affiliation for International Schools

## Step 1. Complete and Submit the ACS WASC Affiliation Request

Interested schools and supplementary education centers/programs should complete the ACS WASC Affiliation Request and return it to the ACS WASC office. A \$160.00 nonrefundable application fee is required and should accompany the completed ACS WASC Affiliation Request.

Forms and additional information are available in the *Getting Started* tab of the ACS WASC website ([www.acswasc.org](http://www.acswasc.org)) or by contacting ACS WASC. If you have any questions regarding the accreditation process, please feel free to contact the ACS WASC office.

**Deadlines:** The ACS WASC Affiliation Request with required appendices must be received by **February 1** to schedule a fall visit and by **September 1** to schedule a spring visit.

## Step 2. Complete and Submit the Initial Visit School Description Report

The completed ACS WASC Affiliation Request will be reviewed to determine whether the school is eligible for ACS WASC affiliation. Eligible schools will be sent an Initial Visit School Description Report to complete.

**Completed School Description Reports and supporting documentation should be submitted to the ACS WASC office prior to the deadlines listed below using the Document Upload link on the top navigation bar of the ACS WASC website: [www.acswasc.org/document-upload/](http://www.acswasc.org/document-upload/).**

**Deadlines:** School Description Reports with supporting evidence must be received no later than **May 1** for fall visits and no later than **December 1** for spring visits.

## Step 3. Initial Visit Fees

An initial visit will be scheduled, and the school will be invoiced an initial visit administrative fee. Following the visit, the school will also be invoiced for the actual expenses of the visiting committee. Please visit the [ACS WASC Fees](#) page on the ACS WASC website or contact the ACS WASC office for further information.

## Step 4. On-site Initial Visit

A visiting committee will be sent to the school to review the information contained in the School Description Report and to gather additional information. A mutually acceptable date for the visit will be selected by the school and the chairperson of the visiting committee.

## Step 5. Commission Action

The visiting committee will provide a report and recommendation to the ACS WASC Commission. The Commission will make a final determination whether to grant Initial Accreditation, Candidacy for Accreditation, or to withhold ACS WASC affiliation.

## Step 6. Notification

The Commission meets at the end of January, April, and June. The school will be notified in writing of the Commission's action and will receive a copy of the visiting committee report. Schools are required to pay ACS WASC membership fees for the year in which they are granted initial or candidacy status and every year thereafter.