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# Visiting Committee Report Format

## Title Page

- School Name
- City
- Dates of Visit
- Names and Titles of Visiting Committee Members

## Preface

Include a copy of the school's General Learner Outcomes.

Comments on the school's self-study process with respect to the self-study expectations.

Through the completion of the self-study the school will accomplish:

1. Inclusiveness: The involvement and collaboration of all school/community stakeholders to support student achievement.
2. Purposefulness: The clarification of the school's vision/mission and the General Learner Outcomes.
3. Student-focused: The analysis of data about students and student achievement.
4. Evaluation: The evaluation of the entire school program and its impact on student learning based on General Learner Outcomes, academic standards, and the HIDOE/ACS WASC criteria.
5. Accountability: The implementation and monitoring of the Academic Plan that supports high-quality learning.
6. Leadership: The facilitation by school leadership of the HIDOE/ACS WASC accreditation/school improvement process that advocates, nurtures, and sustains the vision and the culture of learning.

## Chapter I: Progress Report (2 pages)

Since the last self-study:

- Comment on the school's major changes and follow-up process
- Discuss how the school through its Academic Plan has incorporated each of the critical areas for follow-up, including the impact on student learning.

## Chapter II: Student/Community Profile

Briefly summarize the most critical information from the student/community profile that impacts the school. Include the following:

- Brief description of the students and community served by the school
- School's analysis of student achievement data
- Other pertinent data (e.g., attendance rates, size of ELL population, teacher credentialing, class size, dropout rates, programs for students)

- Appropriateness of identified student learning needs and their linkage to the General Learner Outcomes

➔ **Note:** Show data in chart format and comment. Include sections of the profile that show student achievement findings and interpretations.

- Comment on significant findings revealed by the profile and/or pertinent items that were not included in the profile.

### **Chapter III: Quality of the School's Program**

#### **Part A: What Currently Exists (10–20 pages)**

Based on the self-study and visiting committee findings, for each criterion in the following categories:

- A. Organization: Vision and Purpose, Governance, Leadership and Staff, and Resources
- B. Standards-based Student Learning: Curriculum
- C. Standards-based Student Learning: Instruction
- D. Standards-based Student Learning: Assessment and Accountability
- E. School Culture and Support for Student Personal and Academic Growth.

- Summarize an analysis of what currently exists and its impact on student learning
- Highlight areas of strength (if any)
- Highlight the key issues (if any)
- List important evidence about student learning from the self-study and the visit that supports these strengths and key issues.

➔ **Note:** When writing the analytical summary for each criterion, use the indicators as a guide to ensure that all important aspects of each criterion are addressed (see the *HIDOE/ACS WASC Accreditation Status Determination Worksheet*).

#### **Chapter IV: Synthesis of Schoolwide Strengths and Critical Areas for Follow-up**

- Synthesize schoolwide areas of strengths and list numerically. *Be sure that these can be documented by other sections of the report*
- Synthesize schoolwide critical areas for follow-up and list numerically. *Be sure that these can be documented by other sections of the report.*
  - ✓ Confirm areas already identified by the school in the Academic Plan
  - ✓ Confirm areas to be strengthened within the already identified areas
  - ✓ Identify any additional areas to be added to the Academic Plan that have been identified by the visiting committee. *This includes areas related to student achievement and other profile data, the school program and operation, and the Academic Plan.*

#### **Chapter V: Ongoing School Improvement (1–2 pages)**

- Include a brief summary of the Academic Plan
- Comment on the following school improvement issues:
  - ✓ Adequacy of the Academic Plan in addressing the identified critical areas for follow-up
    - ♦ Do the Academic Plan goals address the critical areas for follow-up?

- ♦ Will the Academic Plan enhance student learning?
- ♦ Is the Academic Plan a “user-friendly” plan that has integrated all major school initiatives?
- ♦ Is the Academic Plan feasible within existing resources?
- ♦ Is there sufficient commitment to the Academic Plan?
- ✓ Existing factors that will support school improvement
- ✓ Impediments to improvement that the school will need to overcome
- ✓ Soundness of the follow-up process that the school intends to use for monitoring the accomplishment of the Academic Plan