**Accrediting Commission for Schools
Western Association of Schools and Colleges**

ACS WASC INTERNATIONAL AFFILIATION APPLICATION REQUEST

[Please complete and submit to ACS WASC using the Document Upload link on the top navigation bar of the ACS WASC website: <http://www.acswasc.org/document-upload/>.

School Information

|  |  |
| --- | --- |
|  | Date Submitted:        |
| School: |       |
| Address: |       |       |       |       |
|  | Number and Street | City | State | Zip Code |
| Mailing Address(if different): |       |       |       |       |
|  | Number and Street | City | State | Zip Code |
| Telephone #: |       | Fax #: |       |
| Email Address: |       |
| Website:  |       |
| Chief Administrator: |       |
| Enrollment: |       | Current Grade Span to be Reviewed: |       |

**ACS WASC Eligibility Guidelines**: International schools must meet the legal requirements of the jurisdiction for an international school [i.e., country (local and nationwide)] in which they are located in order for their application for ACS WASC affiliation to be considered. Based on the country, there may be restrictions to the type of passport held by the students enrolled. **Note**: ACS WASC does not accredit programs or divisions within a school; there must be evidence that a school located within a school has separate operations, leadership, budget, curriculum, etc. in order to be eligible for ACS WASC accreditation.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Indicate the year in which the school leadership would like the visit, if the school is deemed eligible*:***

|  |  |  |  |
| --- | --- | --- | --- |
|  | [ ]  **Spring 2020**  | [ ]  **Fall 2020**  | [ ]  **Spring 2021** |

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**IMPORTANT: *Provide the appropriate documents and additional evidence that demonstrate the appropriate licensing and include supporting documentation:***

**Year school first opened:**        **Initial grades:**        **Current grades:**

**Check any of the following that apply to your school:**

[ ]  Boys School [ ]  Girls School [ ]  Co-educational

**East Asia Regional Council of Schools (EARCOS) Member:** [ ]  Yes [ ]  No

**Joint Accreditation Affiliation:** [ ]  ACSI [ ]  CIS [ ]  IB [ ]  ONESQA

[ ]  Church-related If Church-related, name denomination:

[ ]  Other: Please name:

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**Barry R. Groves, President | Marilyn S. George, Executive Vice President**

**Main Office**: 533 Airport Blvd., Suite 200, Burlingame, CA 94010 **|** mail@acswasc.org **|** (650) 696-1060 **|** www.acswasc.org

**Southern Office**:11590 West Bernardo Court, Suite 120, San Diego, CA 92127

**Is the school proprietary owned?** [ ]  Yes [ ]  No

If so, is it a [ ]  profit-making institution or [ ]  nonprofit-making institution?

[ ]  Comprehensive Does it include Online Distance Learning? [ ]  Yes [ ]  No

***Does the school have more than one campus?*** [ ]  Yes [ ]  No

If Yes, attach a list of all campus/site names, addresses, and phone numbers to this form.

If any portion of your school’s curriculum is delivered online, please indicate what percentage of your coursework is offered online      %, and the percentage of students utilizing the online delivery system      %.
Briefly describe the details of online coursework:

**ACS WASC International School Eligibility Expectations**

[Provide comments below to ensure clarity. A more detailed response will be expected in the School Description based on the ACS WASC international criteria and indicators. To be considered for ACS WASC affiliation, the applicant school must meet the following eligibility expectations.]

**Student Well-Being**

* The school utilizes policies and procedures that protect students from abuse and neglect and afford a safe and secure environment in which to grow and develop.

***Provide the appropriate documents and evidence for student well-being as noted in the required evidence submissions below.***

***Comments***:

**Student Learning: School Purpose and Program**

* English is a major part of the instruction even though the school may be bilingual.
* The school has developed and published a clear statement of purpose (beliefs, core values, vision, mission, schoolwide learner outcomes) that includes an explanation of what it means to be internationally-focused.
* The school has an admissions policy compatible with the school’s stated purpose.
* The school has a written well-developed curriculum appropriate to the organization’s purpose as an internationally focused school preparing students to be globally competent.
* The course of study, as well as marking, grading and reporting procedures, facilitates student and faculty transfer to other schools of a similar type in other countriesand within the United States. The international curriculum meets the minimum requirements for admission to North America and other worldwide English-speaking colleges and universities.
* The student body is oriented toward programs commonly found in the United States and other English-speaking countries, including those of an extra-curricular or co-curricular nature.
* Programs of studies include courses dealing with the history, culture, and language of the host country and region, in addition to those that cover other parts of the world, e.g., North America.

***Comments***:

**School Governance, Leadership, and Staff**

* The governing body is not subordinated solely to a national government or a central ministry, but is a local entity responsive to the needs of the users of the school, i.e., students, parents, faculty.
* The school has employed a chief administrative and instructional leader, who is qualified for the position.
* The school has qualified instructional staff for all the subject and program/grade levels. The majority of teachers are fluent in English and potentially other languages. In addition the qualified staff members have had training and experience in the facilitation of English language acquisition in the areas of reading, writing, listening and speaking.
* The school has an overall schoolwide action plan that includes strategies and approaches to measure student progress toward meeting the schoolwide learner outcomes and the academic standards in order to ensure students are globally competent.
* The school has developed an adequate financial base to give reasonable assurance of continuing financial stability.

***Comments***:

**School Operating Minimum Requirements**

* The school must be in at least the second semester of operation, with students, teachers, and administration in place.
* School enrollment must reach a minimum of 15 full-time students.
* The school’s program must include at least two grade levels. **Note**: An exception would be a new high school that begins with only grade 9 or grade 10.

***Comments***:

**Required Evidence and Documentation
Directions**:Please provide the items listed below with the submission of your affiliation request using any of these methods:

* Share and organize files by category on Dropbox or Google Drive (please contact Kristen Chow at kchow@acswasc.org to set up a shared folder)
* Provide access to the files by including links within the affiliation request. Include appropriate evidence in the body of the affiliation request.

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| --- | --- |
| **Evidence Checklist to be submitted** | **√** |
| Application Fee |  |
| School’s operational license (including an English translated version) |  |
| Head of school qualifications |   |
| Percentage of instruction in English |   |
| List of campuses (if more than one) |   |
| Enrollment by grade (per campus) |   |
| Vision, mission, and student schoolwide learner outcomes |   |
| Admission policy |   |
| Description of curriculum  |   |
| Governing board policy manual |   |
| Schoolwide action plan |   |

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| **Child Protection Policies should include these areas:** | **√** |
| List and date of fire drills, evacuation drills, etc. |   |
| Health, internet, safety, and emergency policies |   |
| Abuse and neglect policy and procedures |   |
| Procedures involving employees, visitors, etc. |   |
| Procedures involving volunteers |   |
| Anti-bullying policies |   |
| Complaints procedures |   |
| Security manual (for guards) |   |
| Code of conduct behavior for students |   |
| Code of conduct for employees |   |
| Guidelines of student restraint |   |
| Health education curriculum |   |
| Health records |   |
| Risk assessment for field trips |   |
| Criminal background checks |   |
| Emergency procedures for external threats |   |
| Proper signage for restrooms |  |
| Critical incident management handbook |  |
| Safe use of technology |  |

**I have read the ACS WASC International School Eligibility Expectations and**             **(school name) meets these expectations.** [ ]  **YES** [ ]  **NO**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|       |  |       |  |       |
| Signature |  | Title |  | Date |