



## **HIDOE/ACS WASC PROGRESS REPORT PROCEDURES**

The progress report is a concise compilation of all progress on closing the achievement gap and progress on the Academic Plan, with supporting evidence. The Academic Plan should include the integration of the critical areas for follow-up as they apply to the school's continuous improvement initiatives. In addition, the progress report should include the critical areas for follow-up that have already been addressed and currently are not in the Academic Plan.

### **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 expected to be involved in the process and should review and approve the report.

The school progress report template can be found on the ACS WASC website: [www.acswasc.org/schools/public-hawaii/](http://www.acswasc.org/schools/public-hawaii/).

### **Progress Report Format**

The progress report format is as follows:

#### **I. Student/Community Profile Data**

##### **Include the following:**

- Student/community profile that has been updated annually since the last full visit.
- From the analysis of the updated student/community profile, include the an updated summary with implications of the data and identified student learner needs.

➔ **Note:** See Task 2, HIDOE/ACS WASC Student/Community Profile Guide, 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 that have had a major impact on the school and/or any specific curricular programs since the last full visit.
- Describe the impact these changes and/or developments have had on the school and/or specific curricular programs.

#### **III. Engagement of Stakeholders in Ongoing School Improvement**

- Describe the process for developing, implementing, and monitoring the Academic Plan and preparing the progress report.
  - How were stakeholders involved in developing the Academic Plan?
  - How were stakeholders involved in implementing and monitoring the Academic Plan?
  - How were stakeholders involved in the preparation of the progress report?

#### **IV. Progress on the Implementation of the Academic Plan**

The purpose of this section is to analyze progress on the identified school needs/identified student learner needs in the Academic Plan since the last visit and to determine the impact on student learning and the continuous improvement initiatives.

- Explain how the identified student learner needs have been addressed in the Academic Plan.
  - Provide a summary of progress and impact on student learning of the Academic Plan's identified school needs/identified student learner needs referencing the critical areas for follow-up. Cite relevant supporting evidence.
  - Explain how the cited relevant supporting evidence led to your conclusions on progress and impact on student learning.
- **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

- Based on the findings of the current progress report, further refine the Academic Plan as needed and include a link to the school's most recent Academic Plan.

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/](http://www.acswasc.org/document-upload/)

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.

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.