

# **The Follow-up: Making Headway**



## School Self-Study Coordinator Post-Visit Checklist

- **Revise the Schoolwide Action Plan**
- **Send a copy of the revised Action Plan to WASC**

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- **After the visit, the self-study coordinator (SC) and chief administrator meet immediately with the Leadership Team to review the visiting committee report and begin the follow-up process.**

The Leadership Team coordinates the refining and implementation of the action steps for each section of the schoolwide action plan. The narrative suggestions and critical areas for follow-up left by the visiting committee should be integrated into the schoolwide action plan.

A copy of the modified action plan should be sent to WASC.

Some schools may continue to use the Schoolwide Focus Groups as “change agent” committees in the follow-up process. The Leadership Team involves the total staff in annual assessment of progress, including data analysis about student learning in relation to schoolwide learner outcomes and academic standards; this will result in modifications annually of the action plan, including annual Board approval. If the school annually reviews its plan and progress, the reports generated will comprise the major portion of the next self-study.



### ***Self-check questions***

**Has the modified schoolwide action plan been sent?**

**An electronic copy of the modified schoolwide action plan must be sent to the WASC office via email:**

**Accrediting Commission for Schools**  
533 Airport Boulevard, Suite 200  
Burlingame, CA 94010  
mail@acswasc.org

- **The School Coordinator Checklists** can be found on the WASC website.



## WASC Accreditation Process: Ongoing Improvement

In preparation for the self-study every six years, the school should engage in an accreditation process that focuses on student learning and ongoing school improvement.

1. Annually update the student/community profile and discuss with all stakeholders.
2. Annually summarize progress on the schoolwide action plan sections, noting key evidence, and make any necessary modifications or refinements in the plan.
3. Periodically, review the schoolwide learner outcomes, the school vision, and mission.
4. Analyze and synthesize data that provides evidence of school progress, and complete a mid-cycle report for submission to WASC.
5. Potentially, host a one- or two-day review if the school was granted a six-year accreditation status. (**Note:** If a school received a one-year probationary status, the school prepares an in-depth progress report and hosts a two-day visit. The Commission then grants additional years of accreditation depending upon the progress made. Accreditation may also be withheld.)
6. In preparation for the next self-study (usually 18 months prior to the full self-study and visit), ensure that a) key staff members participate in WASC self-study training; and b) all stakeholders are knowledgeable of student achievement and other current data, and progress on all aspects of the action plan. Use the following information with stakeholders:
  - a. The current, updated student/community profile, emphasizing student achievement, and other pertinent evidence noted during the annual progress reports on the action plan
  - b. The operating schoolwide action plan
  - c. Annual progress reports.
7. Based on the WASC/CDE criteria, involve stakeholders through Focus and Home Groups in the examination of the program using the information from the past years about student achievement and program changes (see #6). Gather and analyze any additional data/information needed.
8. Summarize important analytical findings for each criterion organized by categories.
9. Revise the schoolwide action plan to show what will be accomplished in detail for the following year and more broadly during the subsequent two years. Annually, the plan is refined based on progress made and impact on student learning.
10. Finalize the self-study report that will include:
  - a. The current student/community profile, critical learner needs
  - b. Vision, mission, and schoolwide learner outcomes
  - c. Overall progress report since last full visit (or initial visit)
  - d. Findings and supporting evidence
  - e. Updated schoolwide action plan.