



Accrediting Commission for Schools Western Association of Schools and Colleges

REVISIT PROCEDURES Limited-Term Revisits for Schools with Current One- or Two-Year Terms

The purpose of the limited-term revisit is to determine the school's progress in terms of student achievement of schoolwide learner outcomes. Also examined during the limited-term revisit will be the key outcomes and critical areas for follow-up identified by the last full self-study Visiting Committee.

The ACS WASC Office will assign two members of the previous Visiting Committee (when available, and unless otherwise requested by the school) to serve as the Visiting Committee. Once assigned, the chair will contact the school principal to establish a date for the visit. Revisits usually occur during the spring of the scheduled year. Following the revisit, the Visiting Committee will make a recommendation regarding the continued accreditation of the school.

SCHOOL PROGRESS REPORT GUIDELINES

The school should prepare a progress report for distribution to the Visiting Committee 4–5 weeks prior to the visit. The progress report should address **all of the key critical areas for follow-up** identified in the previous full self-study visiting committee report. (The progress report for some joint WASC processes should address both chapter-specific and major recommendations identified in the previous visiting committee report.) If any additional revisits have taken place since the last full self-study, all growth areas from those visiting committee reports should be addressed as well. In addition, the school should explain any identified growth areas that are not considered valid or are no longer appropriate because of changing conditions. Differing opinions on the nature and extent of progress should also be indicated and described.

The progress report is prepared by a follow-up committee that has been coordinating the implementation and monitoring of the schoolwide action plan that resulted from the previous full self-study. The goals and action steps of this action plan should correspond to the Visiting Committee's recommendations and reflect identified priority areas for improvement, both schoolwide and discipline-specific. In the compilation of this report, the administrators and faculty members composing this follow-up committee will need to work closely with all staff and other school community members.

Progress Report Format

- A. Include the updated basic student/community profile from the prior full self-study: general description of the school, schoolwide student goals, student demographics, faculty/staff demographics, analytical summary of disaggregated and interpreted student achievement data.
- B. Describe any significant developments, including program additions, since the previous full self-study.

- C. Comment on the school's procedures for the implementation and the monitoring of the schoolwide action plan, noting the integration of the critical areas for follow-up or recommendations from the visiting committee report. Include how annual progress reports, as well as this progress report, have been prepared.
- D. Comment on the accomplishment of each schoolwide action plan section; cite evidence including how each area has impacted student achievement, i.e., accomplishment of one or more of the schoolwide learner outcomes and academic standards.
- E. In each schoolwide action plan section, reference which critical areas of follow-up have been addressed.
- F. Provide a copy of the current action plan as well as copies of the schoolwide action plan for all years since the previous full self-study. The assumption is that the plan has been modified and updated annually based on progress made or lack thereof.

The school's progress report should be completed 4–5 weeks before the revisit and distributed to the following:

1. The Revisit Visiting Committee
2. The Board and District personnel (if applicable)
3. The entire school staff
4. One copy of the report should be sent via email to ACS WASC to file@acswasc.org.

REVISIT COMMITTEE GUIDELINES

Previsit Preparation

The Visiting Committee chair contacts the school principal and discusses what has occurred since the last visit, such as school changes and ongoing follow-up.

The chair utilizes the previous self-study visiting committee report as a reference to begin planning the one-day visit (this is a two-and-1/2 day visit in Hawaii and the Pacific Islands). The identified critical areas for follow-up within the report are used as a guide in determining the areas of focus during the visit.

The chair and the principal determine the most productive use of time during the visit and establish a schedule. This may involve meetings with staff, students, parents, district representatives, and other school community members, as well as classroom visits.

Upon receipt and analysis of the school's progress report, the chair finalizes the schedule for the revisit.

The chair communicates all information to the other member of the Visiting Committee.

Revisit Report

Immediately following the revisit, the Visiting Committee prepares a report that comments upon the progress made and the areas that still need to be addressed by the school. The completed report will be sent to the school, with a copy sent to the Accrediting Commission, WASC. The Commission will review the report, along with the team's confidential recommendation.

The following format is suggested for the visiting committee report:

Introduction

- General comments about the school and its setting and the school's analysis of student achievement data.
- Significant changes or developments that have affected the school since the last visit.
- Description of the follow-up process, including a description of the committee that has been responsible for overseeing the progress of the school's action plan and preparing the visit.

School's Progress on Critical Areas for Follow-up

- List the critical areas for follow-up and indicate the progress made in each area. Note how these critical areas for follow-up have been incorporated into the schoolwide action plan. Include pertinent comments on the impact made on student achievement.

Commendations and Recommendations

- Commendations:
 - Comment on significant progress the school has made in responding to the critical areas for follow-up and in carrying out the related action plan.
- Recommendations:
 - Comment on any critical areas for follow-up/action plan sections that have not yet been completely addressed, if applicable.
 - Identify any new areas of concerns, if applicable.

Accreditation Status Recommendation and Justification Statement

Limited-term revisits require a **confidential** accreditation status recommendation (ballot) to be completed and signed by all members of the Visiting Committee. The Visiting Committee completes the ballot regarding the extension or withholding of accreditation and includes a justification statement that supports their recommendation. **The chair is responsible for sending the completed accreditation status recommendation and justification statement to the ACS WASC Office;** one copy of the visiting committee report should be sent with the completed forms.

Effective July 2012, ACS WASC adopted a new approach to grant accreditation status. The focus on status, rather than terms, will better support high-quality learning for all students as well as the achievement of each school's improvement needs. As we transition to the new "status" format, term/status options available for 2014–15 limited-term revisits will depend on where the school is in the ACS WASC six-year cycle. ACS WASC accreditation is based on a six-year cycle, with a full self-study visit occurring every six years. Schools that receive a limited term are required to participate in a two-day mid-cycle visit at the three-year mark in the cycle. A mid-cycle visit is an in-depth visit with a visiting committee of two to five members, based on enrollment at the school. A successful mid-cycle visit can result in the reaffirmation of accreditation — taking the school to the end of their six-year cycle without any additional ACS WASC visits.

The term/status options are as follows:

- **Year One of the Self-Study Cycle:**
 - Five years of accreditation granted with a required two-day visit in two years
 - One year of probationary accreditation granted with a two-day revisit in one year
 - Accreditation withheld
- **Year Two of the Self-Study Cycle:**
 - Four years of accreditation granted with a two-day visit in one year
 - Accreditation withheld
- **Year Four of the Self-Study Cycle:**
 - Two years of accreditation granted with a self-study in two years
 - Accreditation withheld.

Post-Visit Guidelines

1. **One** (1) copy of the **visiting committee report** should be sent to the school.
2. **One** (1) copy of the **visiting committee report** and **one** (1) copy of the confidential **recommendation and summary statement** should be sent via email to ACS WASC to reports@acswasc.org.

At the next regularly scheduled Commission meeting, the Accrediting Commission for Schools, WASC will make a decision regarding the accredited status of the school. This action will be based on the progress report submitted by the school, the visiting committee report, and the confidential accreditation recommendation. The school will be informed of the Commission action following the ACS WASC Commission meeting.

Please contact us if you have any questions.