



# Accrediting Commission for Schools

**SOUTHERN CALIFORNIA OFFICE**  
43517 Ridge Park Drive, Suite 100  
Temecula, California 92590  
(951) 693-2550 • Fax (951) 693-2551  
mailsocal@acswasc.org • www.acswasc.org

DAVID E. BROWN, PH.D.  
EXECUTIVE DIRECTOR

MARILYN S. GEORGE, ED.D.  
ASSOCIATE EXECUTIVE DIRECTOR

LEE DUNCAN, ED.D.  
ASSOCIATE EXECUTIVE DIRECTOR

## THIRD-YEAR PROGRESS REPORT PROCEDURES FOR SUPPLEMENTARY EDUCATION CENTERS/PROGRAMS

Supplementary Education Centers/Programs that received a six-year status of accreditation are required to submit a written progress report by the end of the third year of the six-year accreditation cycle. This report should indicate the attention that has been given to the areas of needed improvement left by the previous visiting committee or major recommendations within the Improvement Plan (Action Plan).

The group at the Center/Program that has the responsibility to monitor the Action Plan should prepare this third-year progress report. This committee will need to request information from various groups at the school. In particular, those persons or groups who are most affected by the improvement plan and areas of needed improvement should be intensely involved.

The completed third-year progress report should be presented to district leadership and the Governing Board for formal review and acceptance prior to forwarding the report to the WASC Office. **The report is due at the WASC office no later than June 1.**

### PROGRESS REPORT GUIDELINES

The SEP Third Year Progress Report Procedures can be found on the WASC website at [www.acswasc.org/pdf\\_general/SEPVisitAdditional\\_Written3rdyearprogressreport.pdf](http://www.acswasc.org/pdf_general/SEPVisitAdditional_Written3rdyearprogressreport.pdf).

The progress report should include:

1. A description of any significant developments at the Center/Program since the last full site visit that had a major impact on the Center/Program or specific curricular programs.
2. A description of the Center/Program's procedures for the implementation and the monitoring of the Action Plan on a yearly basis.
3. Progress on Areas of Needed Improvement
  - a. A description of progress on all areas of needed improvement (or major recommendations) carried out within the Action Plan section. If any areas of needed improvement or major recommendations have not been addressed or are slow to progress, please indicate why and explain the Center/Program's plan for how to achieve progress in that area during the next three years of accreditation.
  - b. Comment on any additional areas that were addressed within the Action Plan.
  - c. Indicate what impact the improvement plan has had on the quality and level of student learning.

The Principal/Director should **share the report with the entire school staff** as part of the ongoing follow-up and provide copies to the district leadership and the Governing Board; the Governing Board should review and formally accept the third-year progress report.

Prior to **June 1**, the Center/Program should send one copy of the report to:

Associate Executive Director  
Accrediting Commission for Schools, Southern California Office  
43517 Ridge Park Dr.  
Temecula, CA 92590

As a courtesy, you may also wish to send a copy of the report to the chairperson of the last visiting committee. Centers/Programs will receive a letter acknowledging receipt of the progress report by the WASC staff, and the Center/Program will be contacted again in the event any questions arise during the review process.

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