



Accrediting Commission for Schools

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Initial Visit Application/School Description Instructions

In the enclosed packet you will find a hard copy and a CD containing the Initial Visit Application/School Description form. The CD is PC-compatible and the file is a read-only file.

To use the enclosed CD:

1. Save the file to your computer's hard drive.
2. Input your information.
3. Save the completed file to your computer's hard drive.
4. Submit the completed School Description Report electronically.* Email, flash drives, and CDs are acceptable.

For **Fall** visits please return the completed Initial Visit Application/School Description Report by **September 30**.

If you are requesting a **Spring** visit the report should be submitted by **December 30**.

If you would like to reschedule or cancel your original request for a visit, please contact our office as soon as possible. If a school or program reapplies or postpones the visit to another school year, an additional \$150.00 fee is required when reapplying.

If you have questions regarding the visit or use of the CD, call our general office number (650) 696-1060, or contact Sheléne Peterson, Schools Desk, Initial Visits at (650) 696-1060, x110.

* Note: Include one (1) additional hard copy of any information not available electronically.