



WASC

Accrediting Commission for Schools

ACS WASC Three-Year Term Revisit Procedures International Schools

SCHOOL INSTRUCTIONS

The purpose of the three-year term revisit is to determine the future accreditation status of the school. The Visiting Committee will review the progress the school has made in responding to the critical areas for follow-up identified in the previous visiting committee report and any subsequent revisit reports as a basis for making this recommendation.

The ACS WASC office will appoint a Visiting Committee for the visit. The school will indicate the most appropriate dates on the visit confirmation form and the ACS WASC office will attempt to schedule the visit on those dates.

The school's progress report should address all the critical areas for follow-up identified in the previous visiting committee report. If a school has been involved in additional revisits since the last full self-study, the critical areas for follow-up identified at that time should be addressed as well. The school should explain any recommendation that is no longer considered valid or appropriate because of changing conditions.

The progress report is prepared by the school's Follow-up Committee that has been coordinating the implementation and monitoring of the schoolwide action plan. In the compilation of this report, the administrators and faculty members composing the Follow-up Committee need to work closely with all staff and other school community members.

The progress report should include:

- a. The updated basic student/community profile from the previous full self-study: a general description of the school, schoolwide student goals, student demographics, faculty/staff demographics, and an analytical summary of disaggregated and interpreted student achievement data.
- b. A description of any significant developments, including program changes, since the previous full self-study, i.e., a major increase or decrease in the student population, new facilities, etc.
- c. 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/recommendations from the previous visiting committee report. Include how annual progress reports as well as the three-year term progress report have been prepared.
- d. A description of the accomplishment of each schoolwide action plan section; cite evidence including how each area has impacted student achievement, i.e., the 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 copies of the modified schoolwide action plan for year one, year two, and the current third year to the Visiting Committee. (It is assumed that the action plan has been modified and updated annually based on progress made or lack thereof.)

The progress report should be completed at least 4–5 weeks before the visit and submitted to the Visiting Committee.

Forward the following items to the Visiting Committee:

1. Progress report (submitted at least 4–5 weeks before the visit)
2. A copy of the visiting committee report from the previous full self-study
3. Copies of any additional reports required since the previous full self-study visit, if applicable.

In addition, the progress report should be submitted to:

1. Entire school staff
2. Executive Director
Accrediting Commission for Schools, WASC
533 Airport Blvd., Suite 200
Burlingame, CA 94010
mail@acswasc.org

The principal works closely with the Visiting Committee chair in planning the schedule for the two and one-half day visit and the principal is responsible for all logistical arrangements, such as lodging, work room, etc.

The ACS WASC office will invoice the school for the administrative fees. Schools are expected to reimburse the actual expenses of the Visiting Committee members directly to the members. Additional information regarding WASC Visiting Committee fees can be found on the ACS WASC website at www.acswasc.org/about_fees.htm.

VISITING COMMITTEE INSTRUCTIONS

Visit Preparation

1. The chair contacts the school and requests a copy of the visiting committee report from the previous self-study and any subsequent interim reports, if applicable.
2. The chair and principal discuss changes that have occurred since the last visit, i.e., a major increase or decrease in the student population, new facilities, etc.
3. The chair utilizes the visiting committee report from the previous self-study and the action plan (provided by the school) as a reference to begin planning the visit. The crucial areas for follow-up and the school's action plan will guide the areas of focus during the visit.
4. 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 and classroom visits.
5. Upon receipt and analysis of the progress report, the chair finalizes the schedule for the visit.
6. The chair communicates all information and forwards any paperwork deemed necessary (in addition to the progress report which is sent directly by the school) to the other members of the Visiting Committee.

At the end of the visit, the Visiting Committee holds an exit conference with the school's leadership team to review the visiting team's findings.

After the visit, the Visiting Committee prepares a visiting committee report that documents progress made and delineates areas that still need to be addressed by the school. The visiting committee report will be sent to the school. The report, as well as the Visiting Committee's confidential accreditation status recommendation and justification statement, will be reviewed by the Accrediting Commission for Schools, WASC.

Visiting Committee Report Format

The suggested format of the Visiting Committee Report is as follows:

- I. Introduction** (1/2 to 1 page)
 - A. General comments about the school and its setting
 - B. Significant changes or developments that have affected the school since the full visit

- II. School's Process for Report Development and Monitoring** (1/2 to 1 page)

Briefly comment upon the school's process for the development of the progress report, including the capacity of the school to monitor implementation and accomplishment of the critical areas for follow-up as recommended by the previous Visiting Committee.

III. School's Progress on the Critical Areas for Follow-up (2–4 pages but more may be needed)

- A. **Summary of School Progress:** Comment on the accomplishment and success made in each schoolwide action plan section, noting which critical areas for follow-up have been addressed. In this succinct summary of the school's progress since the full visit, comment on any observable impact on student learning.
- B. **Priority and/or Additional Areas for Improvement:** Identify and note any areas that need to be given priority for the school's ongoing improvement. (This may also include additional critical areas for follow-up.)

The chair sends a completed copy of the visiting committee report to the school.

The Visiting Committee completes the confidential recommendation regarding the extension or withholding of accreditation and the justification statement supporting the recommendation. The chair is responsible for sending this confidential form, along with one copy of the visiting committee report, to the ACS WASC office.

The Visiting Committee may recommend one of the following:

- Three-year accreditation status with the next full self-study in three years
- Three-year accreditation status with a progress report and one-day special visit in one year
- Accreditation withheld.

At the next regularly scheduled ACS WASC Commission meeting, the Commission will make a decision regarding the accreditation status of the school. This action will be made based on the visiting committee report, the confidential accreditation status recommendation, and the school's progress report. The school will be informed of the Commission action following this meeting.

For further information, you may contact our office at 650/696-1060, or you may write to:

Executive Director
Accrediting Commission for Schools, WASC
533 Airport Blvd., Suite 200
Burlingame, CA 94010

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