



Accrediting Commission for Schools

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MID-CYCLE VISIT PROCEDURES SCHOOL INSTRUCTIONS

Schools that receive a six-year status with a required mid-cycle visit must prepare a progress report to submit to the mid-cycle visiting committee and participate in a mid-cycle visit.

The progress report is a concise compilation of all progress noted since the previous full self-study. Included in this report should be the progress made on the recommendations and critical areas for follow-up left by the previous full self-study visiting committee that have been integrated into the schoolwide action plan. Supporting evidence, including student achievement data analyzed using multiple means of assessment, should also be included. The progress report should be completed and distributed four to five weeks prior to the visit.

The mid-cycle visiting committee is comprised of a chairperson and additional educator(s) from the previous self-study visiting committee. Once assigned, the chairperson will contact the principal to establish a date for the visit. The visit should take place before the end of the third year of the school's six-year cycle of accreditation.

Preparation of the School's Progress Report

The progress report should be prepared by the leadership team responsible for monitoring the schoolwide action plan. All stakeholders are encouraged to be involved in the process.

If there are differing opinions regarding the nature and extent of progress, this should be indicated and explained in the report. If changing conditions have made parts of the action plan obsolete, that should be noted and explained.

All stakeholders, including the Governing Board, should review and approve the report prior to the visit.

Progress Report Format

The school's progress report format is as follows:

I. Introduction and Basic Student/Community Profile Data

Include the following:

- A brief general description of the school, the schoolwide student goals, the student demographics, and the faculty/staff demographics
- A summary of the disaggregated and interpreted student achievement data since the last full self-study, and how it may have impacted the entire school and designated subgroups of students
- The status of the school with respect to governing authority expectations, e.g., program improvement school, year three; Academic Performance Index (API); audit and resulting corrective action plan integrated into the single school plan.

➔ Note: Utilize the current student/community profile and summary that has been updated annually since the last full visit and other annual progress reports.

II. Significant School Changes and Developments

- Include a description of any significant changes and/or developments, i.e., program additions since the last full visit, changes in student enrollment, staffing changes.
- Describe the impact these changes and/or developments have had on the school and/or specific curricular programs.

III. Follow-up and Progress Report Development Process

- Briefly comment on the school's follow-up process. Include a description of the committee that has been responsible for overseeing the progress of the school's action plan and the preparation for the visit.
- Describe the process to prepare the progress report. Include to what extent stakeholders were involved in the preparation of the report.
- Describe the process to present the progress report to the governing board.

IV. Progress on the Critical Areas for Follow-up within the Action Plan

- List the critical areas for follow-up and reference the schoolwide action plan sections where each critical area for follow-up has been addressed. If any critical areas for follow-up were not included in the school's action plan, indicate what actions have been taken to address this issue.
➔ **Note:** The school's action plan should have incorporated all the critical areas of follow-up or major recommendations that were stated in the last full visiting committee report.
- Comment on the progress made to date for each critical area for follow-up and cite evidence and examples of the impact on student learning.

V. Schoolwide Action Plan

- Comment on the refinements made to the schoolwide action plan since the last full self-study visit to reflect schoolwide progress and/or newly identified issues.
- Include a description of the school's procedures for the implementation and monitoring of the single schoolwide action plan.
- Comment on the integration of plans into one single schoolwide action plan.
- Include a copy of the school's latest updated schoolwide action plan.

The school mid-cycle progress report template can be found on the WASC website at www.acswasc.org/pdf_general/Mid-cycleProgressReportTemplate.doc. The progress report template and other mid-cycle materials can be found at the bottom of the School Materials/Templates pages on the WASC website: www.acswasc.org.

Distribution of the School's Progress Report

1. The school shares the progress report with the faculty and staff prior to the visiting committee visit to the school.
2. The school presents the report to the Governing Board and district leadership prior to the visit.
3. At least four to five weeks prior to the visit, the school sends **one** (1) copy of the **progress report** to each member of the visiting committee with additional materials, such as the current action plan. *It is assumed that annually the school has modified or refined the action plan based on progress noted.*
4. The school sends one copy of the report (on CD, flash drive, or hard copy) to:

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

MID-CYCLE VISIT VISITING COMMITTEE INSTRUCTIONS

The mid-cycle visiting committee is typically comprised of the chairperson and additional educator(s) from the previous self-study visiting committee. The visiting committee will visit the school to meet with the principal, leadership team, and other groups responsible for the monitoring, implementation, and accomplishment of the schoolwide action plan. The visiting committee will focus on the progress made on the critical areas for follow-up or major recommendations made by the previous WASC committee and review the action plan.

Visiting Committee Guidelines

1. The school will provide the following materials to the visiting committee:
 - a. The WASC visiting committee report from the previous self-study
 - b. The previous and current schoolwide action plan(s)
 - c. The completed Mid-cycle Progress Report.
2. The visiting committee reviews the materials provided and the school's follow-up process in response to the previous WASC visiting committee report. The visiting committee will review progress made and significant developments at the school with the principal and/or Leadership Team. The visiting committee should emphasize the importance of noting the progress the school has made in student achievement using multiple means of assessment.
3. The visiting committee's expense vouchers should be submitted to the WASC Burlingame Office for reimbursement after the visit.

Visiting Committee Report

Immediately following the visit, the visiting committee will prepare its report detailing areas of progress in addressing the critical areas for follow-up and specifying those recommendations that should have the continued attention of the school.

The visiting committee report format is as follows:

I. Introduction (1/2–1 page)

- 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.

II. Follow-up and Progress Report Development Process (1/2–1 page)

- Comments on the school's follow-up process, including a description of the committee that has been responsible for overseeing the progress of the school's action plan and the visit preparation.
- A description of the process to prepare the progress report, including to what extent stakeholders were involved in the preparation of the report.
- A description of the process to present the progress report to the Governing Board.

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

A. Summary of Progress

- For each of the schoolwide critical areas for follow-up (with a particular emphasis on any areas(s) of special concern), provide a succinct summary of the school's progress since the last full visit and any observable impact on student improvement.

B. Recommendations

- Identify and note any areas that need to be given priority for the school's ongoing improvement. (This may include critical areas for follow-up.)
- Identify new areas of concerns, if applicable.

C. Commendations Related to Progress

- Note and report on significant progress the school has made in responding to the critical areas for follow-up and in carrying out the related action plan.

A mid-cycle visiting committee report template can be found on the WASC website at www.acswasc.org/pdf_general/VC_Mid-cycleTemplate.doc. The template and other visit materials can be found on the Revisits Visiting Committee Resources page on the WASC website at www.acswasc.org/vc_revisit.htm.

Confidential Accreditation Status Recommendation

The chairperson submits a confidential accreditation status recommendation which includes a brief justification statement to WASC regarding the progress made to date of the schoolwide critical areas for follow-up or major recommendations and whether additional visits or other conditions should be required of the school during the remainder of its current six-year accreditation cycle.

The committee will recommend one of the following three options:

1. Reaffirm accreditation for the remainder of the six-year cycle
2. Reaffirm accreditation for the remainder of the six-year cycle and require an additional progress report or an additional progress report and visit in one year
3. Accreditation be withheld.

The chairperson and member(s) must sign and date the status recommendation.

Distribution of the Visiting Committee Materials

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 signed confidential **accreditation status recommendation and justification statement** should be sent to the WASC Burlingame Office.

Please make certain both the chairperson and member(s) have signed the confidential accreditation status recommendation.

Please contact us if you have any questions.

Northern California/Hawaii Schools*

WASC Burlingame Office
Michelle Nunes, Mid-cycle Visit Coordinator
Phone: 650 548-4379
Email: mnunes@acswasc.org

Southern California Schools

WASC Temecula Office
Alicia Aauto, Mid-cycle Visit Coordinator
Phone: 951 693-2550
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*For WASC purposes, Northern California is comprised of all counties north of and including San Luis Obispo, Kings, Tulare, and Inyo.