



# Accrediting Commission for Schools

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OPERATIONS

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

*What is the purpose of the revisit?*

The purpose of the revisit is to determine the school's progress in terms of student achievement of expected schoolwide learning results. Also examined will be key outcomes and critical areas for follow-up identified by the Visiting Committee. The Revisit Committee will make a recommendation regarding continued accreditation of the school.

*Who composes the Revisit Committee?*

The WASC Office will invite two members of the original Visiting Committee (when available and unless otherwise requested by the school) to serve as the Revisit Committee.

*How is the revisit date established?*

Revisits usually occur during the spring of the scheduled year. After the WASC office appoints the revisit chair and committee member, the chair will contact the school principal to establish a date for the visit.

*What is addressed in the School's Progress Report?*

The Progress Report addresses **all of the key growth areas** (or chapter and major recommendations in some joint WASC processes) identified in the last Visiting Committee Report. If a school is involved in more than one revisit between full self-studies, all growth areas from visiting committee reports are addressed. The school should explain the identified growth areas that are not considered valid or no longer are appropriate because of changing conditions. Differing opinion on the nature and extent of progress should be indicated and described.

*Who facilitates the preparation of the Progress Report?*

The Progress Report is prepared by a Follow-up Committee that has been coordinating the implementation and monitoring of the schoolwide plan that resulted from the last full self-study. The goals and action steps of this plan correspond to the Visiting Committee 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.

## **SCHOOL PROGRESS REPORT GUIDELINES**

*What is the format for the school's Progress Report?*

The following format is suggested for the Progress Report:

- I. Introduction:
  - A. A general description of the school, its setting, and the population it serves.
  - B. A description of the follow-up process indicating the composition of the committee that prepared the report, how the members were selected, and how the committee meets the definition of being "representative."
  - C. Significant developments at the school since the last visit that had an overall affect on the school.
- II. Body:
  - 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 last 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 Midterm 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 learning results and academic standards.
  - E. In each schoolwide action plan section, reference which critical areas of follow-up have been addressed.

*When should the Progress Report be completed and to whom should it be distributed?*

The Progress Report should be completed at least 4-5 weeks before the revisit and distributed to the following people:

1. The Revisit Committee (this should provide quality preparation time for the Revisit Committee)
2. The Board and District personnel (if applicable)
3. The entire school staff as part of the ongoing follow-up
4. One copy of the report should be sent to:  
Executive Director  
Accrediting Commission for Schools  
533 Airport Blvd., Suite 200  
Burlingame, CA 94010

## REVISIT COMMITTEE GUIDELINES

*What are the guidelines for the Revisit Committee?*

Previsit Preparation:

1. The chair contacts the school principal and discusses what has occurred since the last visit, such as school changes and ongoing follow-up.
2. The chair utilizes the original report as a reference to begin planning the one-day visit. The identified areas for growth within the report are used as a guide in determining the areas of focus during the visit.
3. The chair and the principal determine how to use time most productively 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.
4. Upon receipt and analysis of the school's Progress Report, the chair finalizes the schedule for the revisit.
5. The chair communicates all information to the other member of the Revisit Committee.

*What is addressed in the Revisit Committee Report?*

Immediately following the revisit, the Revisit Committee prepares a brief 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. The Commission will review the report, along with the team's confidential recommendation.

Introduction

- ✓ General comments about the school and its setting are made.
- ✓ Significant changes or developments that have affected the school since the last visit are noted.
- ✓ A description of the follow-up process, including a description of the committee that has been responsible for overseeing the progress on the school's action plan and preparing the report.

Follow-up Process

- ✓ Comment on the accomplishment of each schoolwide action plan section, noting how the critical areas for follow-up have been addressed through each section.

Recommendations

- ✓ Write recommendations where additional attention is needed in the action plan regarding previous areas for improvement or identified new concerns.

Confidential On-Site Review Justification Statement

- ✓ The chairperson of the on-site review committee submits a confidential summary statement to the Accrediting Commission regarding the progress of the school in responding to 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 six-year term.

- ✓ The committee must recommend one of the following: reaffirm the six-year term, require additional information in the next annual or interim report, an additional visit, or other action to be determined by the Commission. Please be sure this recommendation is clear.

*Who receives the Revisit Committee Report?*

The chair sends a completed report to the school. It is the responsibility of the school to duplicate the report and send 10 copies to the WASC Office for use by the Commission. Chairs sometimes voluntarily do this themselves; otherwise, it is the chair's responsibility to remind the school principal of this task.

*Who completes the confidential recommendation of term and justification statement?*

The Revisit Committee will complete the **confidential** recommendation regarding extension or denial of accreditation and the justification statement supporting the recommendation for the Accrediting Commission. **The chair is responsible for sending this confidential form to the WASC Office;** it is helpful if at least one copy of the visiting committee report is included with the form.

*As a result of a limited-term revisit, what are the possible terms?*

WASC accreditation is based on a six-year cycle, with a full self-study visit occurring every six years. Schools that receive a One- or Two-Year Limited Term as a result of their full self-study are automatically required to participate in a two-day, Three-Year Term Revisit at the three-year mark in the cycle. A Three-Year Term Revisit is an in-depth revisit with a visiting committee of two to five members, based on enrollment at the school. Revisits do not take place during the fifth year of the accreditation cycle as schools are busy preparing for their next full self-study. Therefore, recommended terms cannot take a school to the five-year point. A successful Three-Year Term Revisit can result in an additional three-year term being granted — taking the school to the end of their six-year cycle without any additional WASC visits.

Recommendation choices available to the Revisit Committee will depend on the accreditation term the school was granted as a result of their last visit and where they are in their six-year cycle.

- **Current One-Year Term:** Schools that currently have a one-year limited term can receive a recommendation for a **one-year term**, a **two-year term**, or a **denial of accreditation**, depending on where they are in the six-year cycle. Once a school has received a limited term they are automatically required to have a Three-Year Term Revisit three years after their last full self-study and they also need to have a Full Self-Study Visit at the six-year mark. The recommendations options available will depend on where the school is in relation to this six-year cycle.

- **Current Two-Year Term:** Schools that currently have a two-year limited term as a result of a full self-study visit can receive a recommendation for either a **one-year term** or a **denial of accreditation**. Unless the term of accreditation is denied, a school receiving a recommendation for a one-year term will automatically be scheduled for a Three-Year Term Revisit the year following this revisit.

*What action does the Accrediting Commission take?*

At the next regularly scheduled meeting, the Accrediting Commission for Schools 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 report of the Revisit Committee, and the confidential recommendation regarding extension or denial of accreditation. Immediately following this meeting, the school will be informed of Commission action.

For further information, write to:

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

Revised 10/12/06