



# Accrediting Commission for Schools

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

The purpose of the limited-term revisit is to determine the school's progress in terms of student achievement of expected schoolwide learning results. Also examined during the limited-term revisit will be the key outcomes and critical areas for follow-up identified by the last full self-study Visiting Committee.

The WASC Office will assign two members of the previous Visiting Committee (when available, and unless otherwise requested by the school) to serve as the Visiting Committee. Once assigned, the chair will contact the school principal to establish a date for the visit. Revisits usually occur during the spring of the scheduled year. Following the revisit, the Visiting Committee will make a recommendation regarding the continued accreditation of the school.

### SCHOOL PROGRESS REPORT GUIDELINES

The school's Limited-Term Revisit Progress Report should be completed and distributed to the appropriate recipients at least 4–5 weeks prior to the visit. The Revisit Progress Report should address **all of the key growth areas** identified in the last full self-study Visiting Committee Report. (The Revisit Progress Report for certain joint WASC processes should address both chapter-specific and major recommendations identified in the last Visiting Committee Report.) If any additional revisits have taken place since the last full self-study, all growth areas from those Visiting Committee Reports should be addressed as well. In addition, the school should explain any identified growth areas that are not considered valid or are no longer appropriate because of changing conditions. Differing opinions on the nature and extent of progress should also be indicated and described.

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

## Limited-Term Revisit Progress Report Format

- 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 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.
- F. Provide a copy of the current action plan as well as copies of the schoolwide action plan for all years since the last full self-study. The assumption is that the 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 revisit and distributed to the following people:

- 1. The Revisit Visiting 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**

### **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 previous self-study Visiting Committee Report as a reference to begin planning the one-day visit (this is a two-and-1/2 day visit in Hawaii and the Pacific Islands). 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.

### **Revisit Report**

Immediately following the revisit, the Visiting Committee prepares a 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.

The following format is suggested for the Visiting Committee Report:

#### **Introduction**

- ✓ 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.

#### **Follow-up Process**

- ✓ Description of the follow-up process, including a description of the committee that has been responsible for overseeing the progress of the school's action plan and preparing the visit.

#### **School's Progress on Critical Areas for Follow-up**

- ✓ Comment on the accomplishment of each schoolwide action plan section, noting how the critical areas for follow-up have been incorporated. Include pertinent comments on the impact on student achievement.
- ✓ Recommendations: Priority and/or Additional Areas for Improvement
  - ✓ Write recommendations stating where additional attention is needed in the action plan regarding previous areas for improvement.
  - ✓ Identify new concerns, if applicable.
- ✓ 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.

## **Confidential Recommendation for a Term of Accreditation (Ballot) and Justification Statement**

Limited-term revisits require a **confidential** Recommendation for a Term of Accreditation (Ballot) to be completed and signed by all members of the Revisit Committee. The Visiting Committee completes the ballot regarding the extension or denial of accreditation and includes a Justification Statement that supports their recommendation for the Accrediting Commission. **The chair is responsible for sending the confidential Ballot and Justification Statement to the WASC Office;** it is helpful if at least one copy of the Visiting Committee Report is included with the form.

Recommendation options available to the Visiting Committee will depend on the accreditation term the school was granted as a result of their last visit and where they are in the WASC 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. Term options for schools that received a one-year term as a result of a one-year term would be the same as those for a current Two-Year Term (see below).
- **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.

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 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.

### **Post-Visit Guidelines**

The chair sends a copy of the 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 will volunteer to do this themselves; otherwise, it is the responsibility of the chair to remind the school principal of this task.

At the next regularly scheduled Commission 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 Visiting Committee, and the confidential recommendation. The school will be informed of Commission action following the WASC Commission meeting.

For further information, write to:

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