

SCHOOL'S FOLLOW-UP CHECKLIST

➔ **REMINDER:** the SC submits the self-study report after final Leadership Team review. The SC arranges for the printing of an adequate number of copies and distributes them to the following people/organizations 4–5 weeks before the visit:

- The visiting committee team members
- One report on an IBM-compatible disk (reference and support materials not required) to:
Accrediting Commission for Schools
533 Airport Boulevard, Suite 200
Burlingame, CA 94019
- Copies for staff members and other shareholders

- After the visit the SC and chief administrator meet immediately with the leadership team to review the Visiting Committee Report and begin the follow-up process.

The leadership team coordinates the refining and implementation of the action steps for each section of the schoolwide action plan. The narrative suggestions and critical areas for follow-up left by the Visiting Committee should be integrated into the schoolwide action plan.

➔ **Note:** A copy of the modified schoolwide action plan must be sent to the following offices:

**Accrediting Commission for Schools
533 Airport Boulevard, Suite 200
Burlingame, CA 94010**

**Intersegmental Relations Office
Secondary, Postsecondary and Adult Leadership Division
California Department of Education
1430 N Street, Suite 4503
Sacramento, CA 95814**

Some schools may continue to use the schoolwide focus groups as “change agent” committees in the follow-up process. The leadership team involves the total staff in annual assessment of progress, including data analysis about student learning in relation to expected schoolwide learning results and academic standards; this will result in modifications annually of the action plan, including annual Board approval. If the school annually reviews its plan and progress, the reports generated will comprise the major portion of the next self-study.

- **At the midpoint of the term of accreditation, the leadership team prepares a third year progress report summarizing the school's major accomplishments of the schoolwide action plan and other changes since the visit.**

The Board of Trustees reads, reviews, and formally accepts the report which is forwarded to the Accrediting Commission for Schools. Depending upon the term of accreditation, a school may be required to have a one-day review by two or more members of the original Visiting Committee.

After the visit the SC and principal meet immediately with the leadership team to review the visiting committee report and begin the follow-up process. (See WASC Accreditation Process: Ongoing Improvement, p. 15.)