



# Accrediting Commission for Schools

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OPERATIONS

## THIRD-YEAR PROGRESS REPORT PROCEDURES

Schools that received a six-year term of accreditation are required to submit a written progress report at the end of the third year indicating the attention that has been given to the schoolwide critical areas for follow-up or major recommendations within the schoolwide action plan. The completed progress report should be presented to district leadership and your Board of Trustees for formal review and acceptance prior to forwarding the report to the WASC Office.

The group at the school that has the responsibility to monitor the schoolwide action plan should prepare the report. This committee will need to request information from various groups at the school. In particular, those persons or groups who are most affected by the schoolwide action plan and schoolwide areas for follow-up should be intensely involved.

### REPORT GUIDELINES

The guidelines for preparing the report follow:

1. A description of any significant developments at the school since the last full visit that have had a major impact on the school or specific curricular programs.
2. A description of the school's procedures for the implementation and the monitoring of the schoolwide action plan on a yearly basis. Include how annual progress reports, as well as this third year report, have been prepared.
3. Progress on Critical Areas
  - a. A description of progress on all schoolwide critical areas for follow-up (or major recommendations) carried out within the schoolwide action plan section. If any schoolwide critical areas or major recommendations have not been addressed or are slow to progress, please indicate why and explain the school's plan for how to achieve progress in that area during the next 3 years of accreditation.
  - b. Comment on any additional areas that were addressed within the action plan.
  - c. Indicate what impact the action plan has had on the quality and level of student learning.

The principal should **share the report with the entire school staff** as part of the ongoing follow-up and provide copies to the district leadership and the Board of Trustees; the Board of Trustees should review and formally accept the Third-Year Progress Report.

Prior to June 1, the school should send one copy of the report to:

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

As a courtesy, you may also wish to send a copy of the report to the chairperson of the last visiting committee. All schools will receive a letter acknowledging receipt of the Progress Report by the Commission staff, and the school will be contacted again in the event questions arise during the review process.

Rev. 10/06