

**ACCREDITATION**

**PRE-VISIT REPORT**

**Accreditation Chairperson:**

**Email:**

**Date of Visit:**

**SCHOOL CONTACT INFORMATION:**

**School Name:**

**School Address:**

**Head of School:**

**Contact Person:**

**CAMPUS VISIT AND TOUR**

*This is where you make note of the campus facilities, mentioning layout of the campus, whether there are several campuses, and make note of the facilities.*

**DOCUMENT REVIEW**

A review of the following documents indicates a readiness to engage in the self-study process:

* Standards/Indicators Checklist – *note whether compliant with critical indicators*
* Curriculum Manuals – *note whether complete or areas needing attention*
* Board Policy Manual –*note whether complete/what type of governance model*
* Certification Chart for Administration and Faculty – *note whether compliant; if not note %*
* Indicator 2.9 compliance
* ACT 168 compliance (for PA schools only)

**INTERVIEW WITH THE ADMINISTRATIVE TEAM**

*Note discussion with Admin Team. Note discussion regarding readiness and awareness of rigor of the visit.*

**INTERVIEW WITH THE STEERING COMMITTEE**

*Note discussion with steering committee. Discuss timeline of readiness and components needing attention/completed.*

***CONCLUDING COMMENTS***

*Conclude your assessment of the school’s readiness for the visiting team. Make any noteworthy comments regarding preparedness.*

**School:**

**Head of School:**

**Contact Person:**

**Accreditation Chairperson:**

**Accreditation Initial Pre-visit Schedule (sample below)**

**Date:**

|  |  |
| --- | --- |
| 9:00 am | **School Tour** |
| 10:00 am | **Preview the following**   * Standards/Indicators Checklist (completed by the school) * Curriculum Manuals * Board Policy Manual * Certification Chart for Administration and Faculty |
|  |  |
|  |  |
| Noon | **Lunch with Administration** – Q & A as needed |
|  |  |
| 1:00 pm | **Steering Committee Meeting**   * Review Standards/Indicators Checklist with Committee * Focus on Critical Indicators * Review Certification Chart with Committee * Q & A |
| 2:00 pm | **Departure** |