

# Progress Report Cover Sheet



\_\_\_\_\_ DATE SUBMITTED

**Instructions:** Due **May 1** of Year 6 in the accreditation cycle (three years after the ISACS visit). This report must include **ALL** of the following elements:

School Name \_\_\_\_\_ Person Responding \_\_\_\_\_

Name of Head \_\_\_\_\_ Date of Accreditation \_\_\_\_\_ Visiting Team Leader \_\_\_\_\_

## PLEASE SUBMIT THE PROGRESS REPORT AS ONE PDF DOCUMENT THAT INCLUDES:

### (I.) Cover page; (II.) School Profile; (III.) Head of School's Report; (IV.) Audit

- I. This sheet as **cover sheet**.
- II. The School Profile form (Appendix K of *ISACS Membership and Accreditation Guide*), including information from the current school year.
- III. The **Head of School's Report** that **MUST** include
  - A. An outline of any major changes in the school since the visit of the ISACS visiting team, including any with relevance to the school's accreditation status; e.g., significant changes in leadership, governance, program, facilities, enrollment, finances, mission, etc.
  - B. A brief description of the process used by the school in collecting data and writing the follow-up report (the expectation is that appropriate board, administration, faculty, and staff members are be involved).
  - C. A full response to any conditions or provisos set by the ISACS accreditation review committee (ARC).
  - D. An update on each of the major recommendations from the visiting team report.
  - E. A statement indicating that each of the recommendations from the body of the visiting team report that was agreed with at the time of the Reaction Report has been implemented, with any new exceptions noted in a list of "recommendations not implemented."
  - F. An appropriate written rationale for each of the recommendations not implemented. (See sample below.)
  - G. An update on the school's strategic planning that outlines ongoing progress and describes contributions from the accreditation process, including the self-study and visiting team recommendations. How are the governing body and school employees involved in, and informed about, strategic planning progress?
- IV. Photocopy of the prior year's full-opinion financial audit.

### SAMPLE FORMAT/RESPONSES for Recommendations Not Implemented

Report Area: Governance Recommendation # 2 , from page 77 .

ISACS Recommendation: That the school expand its board to a larger size and make it more inclusive of alumni and past parents.

Not Implemented: x Provide rationale below:

Upon further reflection, the board has decided that its current size and make-up have served the school well and believes will continue to do so in the future.

Email this PDF report to [accredit@isacs.org](mailto:accredit@isacs.org)

### PETITION FOR THREE-YEAR EXTENSION (OPTIONAL):

If the school is facing a crisis such that a three-year extension would be in its best interest, it should follow the procedures in Section One of the guide.