



# Provisional Member Annual Report

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

## Instructions:

This report is due at the ISACS office on **September 1** of **EACH** year when a school is in the Provisional Membership category of the association and **must include ALL of the following elements:**

**School Name:** \_\_\_\_\_ **Person Responding:** \_\_\_\_\_

**Name of School Head:** \_\_\_\_\_

**Month/Year Membership Started:** \_\_\_\_\_ **Final Possible School Year for Visit:** \_\_\_\_\_

**PLEASE SUBMIT ANNUAL REPORT AS ONE PDF DOCUMENT THAT INCLUDES: (I.) Cover page, (II.) School Profile, (III.) Head of School's Report, (IV.) Strategic Planning Process.**

- I. This sheet as **cover page**.
- II. The school's most recent ISACS **School Profile (Appendix K)**.
- III. The **Head of School's Report** that **MUST** include
  - A. An outline of any major changes (e.g., significant changes in leadership, program, facilities, enrollment, finances, mission, etc.) in the school since the last Provisional Annual Report was submitted.
  - B. Description of the current status of your school's written curriculum.
  - C. Projected plans for implementing the necessary steps to reach full accreditation in ISACS.
  - D. Summary of the ISACS activities (annual conference, workshops, Learning Bridges, visiting team participation, etc.) in which the school has been active.
  - E. Listing of when and by whom the school was last visited by someone who either represented ISACS or another ISACS school (e.g., head of school).
  - F. Summary of ways your school had any interaction with other ISACS member schools.
  - G. Feedback and suggestions regarding provisional membership to be shared with the Accreditation Review Committee (ARC) about what is working well for your school and/or would enhance your school's membership in ISACS.

## IV. **Strategic Planning Process**

As a provisional ISACS school, it is expected that your school will have a strategic planning process in place for its school community. While the timing of the process need not align itself with any particular ISACS reporting deadline, the ongoing implementation of the process ensures that ISACS schools are always engaged in the process of self-improvement. Please include a detailed description of the school's strategic planning process.

**Email the report as a single PDF document to [accredit@isacs.org](mailto:accredit@isacs.org)**