



## Style Sheet

### ISACS Visiting Team Reports

#### **General Guidelines**

- Do not indent paragraphs
- Space between paragraphs
- Space between section heading and paragraph, between end of paragraph and next heading
- No space between numbered items

#### **“General Appraisal” Section**

**Audience** - ISACS Accreditation Review Committee, school community members

**Purpose** – to provide essential information about this program area of the school

**Contains** – a few paragraphs

- Describe the program as it currently operates
- Describe the extent to which it:
  - functions effectively
  - manifests the stated mission of the school
- Include information that supports the Commendations and Recommendations

#### **“Commendations” Section**

**Audience** – ISACS Accreditation Review Committee, school community members

**Purpose** – a numbered list of up to 4-5 items noting exemplary aspects of the program

**Things to keep in mind**

- Avoid references to specific individuals
- Begin the section with a lead-in clause (provided in template) followed by numbered items
- Begin each numbered item with a noun

#### **“Recommendations” Section**

**Audience** – ISACS Accreditation Review Committee, school community members

**Purpose** – a numbered list of up to 4-5 items that address areas for improvement

**Things to keep in mind**

- Avoid references to specific individuals
- Begin the section with a lead-in clause (provided in template) followed by numbered items
- Begin each numbered item with a verb
- Use action verbs (create, design, etc.) and avoid equivocal verbs (explore, consider, continue, etc.)
- Limit each recommendation to one sentence per item
- State the desired outcome that meets the recommendation

#### **“Major Commendations and Recommendations” section**

**Audience** – ISACS Accreditation Review Committee, school community members

- Recommendation itself should be one sentence in length
- If necessary to include rationale for recommendation, ***highlight the one-sentence action step in boldface and italics***