



~SAMPLE~
The ABC School - ISACS Accreditation Visit
Xx/xx/20XX

Sample Visiting Team Schedule

NOTE – The sample schedule includes specific times for group meetings with trustees, parents, students, and faculty/staff. These may be scheduled at mutually convenient times for the visiting team and the school on Monday or Tuesday.

Sunday, XX/XX/20XX

Check into Hotel no later than 1:00pm
2:00 – 3:00pm Initial meeting of the Visiting Committee at Hotel
3:30pm Leave Hotel for school
4:00 – 5:00pm Tour of the campus
5:00 – 6:00pm Reception
6:00 – 7:00pm Dinner at Hotel or restaurant
7:00 – 10:30pm Visiting Committee meeting at Hotel

Monday, XX/XX/20XX

7:15-8:00am Breakfast at hotel
8:05am Leave Hotel for school
8:15-12:30am Class visits and individual meetings with faculty and staff
12:45-1:15pm Lunch periods
1:35-Dismissal Class visits and individual meetings with faculty and staff
Dismissal-4:30pm Observe after school activities, other meetings as needed, work on reports
3:30pm Meet with representative trustees
4:30pm Leave for Hotel
5:30pm Dinner at Hotel
6:30-10:30pm Committee meeting to read preliminary reports on Monday's work. Begin working toward Major Commendations and Recommendations.

Tuesday, XX/XX/20XX

7:15-8:00am Breakfast at Hotel or school as previously arranged – leave for school before or after breakfast
8:15-12:30am Class visits and individual meetings with faculty and staff
10:00am Meet with parents
12:45-1:15pm Lunch periods – meet with students
1:35-Dismissal Class visits and individual meetings with faculty and staff
After Dismissal Group meeting with faculty
Dismissal-5:00pm Observe after school activities, work on reports
Team members may return to Hotel to work on reports if desired.
4:30pm Leave for Hotel
5:30pm Dinner at Hotel
6:30-10:30pm Committee meeting to read preliminary reports on Tuesday's work.
Continue work on Major Commendations and Recommendations.

Wednesday, XX/XX/20XX

7:30am Breakfast at Hotel
8:30am-Noon Work on final reports at Hotel
Read any remaining reports
Finalize Major Commendations and Recommendations
Vote on Accreditation Recommendation
Noon Team members are free to leave as soon as reports have been completed, approved and final drafts are submitted on flash drive or online folder location.
1:00pm Visiting Team Leader - Preliminary Meeting with School Head to discuss findings
2:00pm Visiting Team Leader presents Exit Report to school
Team members may stay for this report if they wish.