

Reaction Report Cover Sheet



_____ **DATE SUBMITTED**

Instructions:

This report is due at the ISACS office on **September 1** following the prior year's **FALL** visit or **March 1** following the prior year's **WINTER OR SPRING** visit and **must include ALL of the following elements:**

School Name _____ Person Responding _____

Name of Head _____ Date of Accreditation _____ Visiting Team Leader _____

PLEASE SUBMIT THE REACTION REPORT AS ONE PDF DOCUMENT THAT INCLUDES:

I. Cover sheet; II. School Profile; III. Head of School's Report; IV. Plan for School Improvement or Updated Strategic Planning Process

Email PDF to accredit@isacs.org

- 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 will be involved).
 - C. A full response to any conditions set by the ISACS accreditation review committee (ARC).
 - D. Plans for implementation of each of the major recommendations or a detailed explanation of what the school disagrees with and will not be implementing for any of the major recommendations.
 - E. A statement that the school agrees with and intends to implement all the recommendations made by the visiting team in each subcommittee report, with any exceptions indicated in a list of rejected recommendations.
 - F. A list of rejected recommendations including an appropriate written rationale for each rejected recommendation (see sample below).
 - G. Feedback and suggestions regarding the accreditation process that will be shared with the Accreditation Review Committee (ARC).

IV. **Plan for School Improvement or Updated Strategic Planning Process**

A report on the school's strategic planning process that describes:

- A. What the school has learned from its community survey, self-study, visiting team report (especially the major recommendations), ARC and ISACS board actions.
- B. How that information is being incorporated into the school's ongoing planning. For cross-referencing purposes, please asterisk in the report which action steps address major recommendations from the ISACS visiting team report.

Sample Format/Responses for Rejected Recommendations from ISACS Report:

Report Area: School & Community **Recommendation #** 1, **from page** 3.

ISACS Recommendation: That the school study the impact of its early dismissal program in terms of its effect on working parents and provide after school care for those who need it.

Disagree: Provide rationale below:

After considerable discussion with interested parents, the school felt that there was insufficient demand to warrant the additional expense. Instead, we are providing transportation to a nearby day care facility for those parents who request it.

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