Select the Steering Committee Chair(s) and inform ISACS. Review, revise, and affirm mission statement. Update strategic planning and review the school's bylaws.
Update curriculum documentation. Conduct a school community survey, preferably using ISACS survey instrument. Collect information about alumni. Schedule kick-off meetings to launch the self-study process.

**PREPARATION**

**YEAR 1**

Review school improvement that has taken place during the current cycle and begin preparations for the next cycle.

**YEAR 2**

Create the comprehensive self-study report using ISACS Membership and Accreditation Guide. Ensure that the school conducts an independent financial audit at least once every three years.

**YEAR 3**

**YEAR 4**

**YEAR 5**

**YEAR 6**

**YEAR 7**

**SELF-STUDY PROCESS**

**ACCREDITATION**

Submit the self-study report and a copy of the most recent financial audit to ISACS. Host an ISACS accreditation visiting team and receive the accreditation determination made by the ISACS Board of Trustees.

**IMPLEMENTATION**

Continue school improvement by addressing the accreditation team report’s major recommendations and taking into consideration relevant data, the self-study report’s plans and priorities, and the team report’s chapter-level recommendations.

**PROGRESS REPORT**

Prepare and submit a Progress Report, including a copy of the most recent financial audit, to the ISACS Accreditation Review Committee, due May 1 of Year 6.

**REACTION REPORT**

Prepare and submit a Reaction Report to the ISACS Accreditation Review Committee. due:
- September 1 following the prior year’s FALL accreditation visit OR
- March 1 following the prior year’s WINTER/SPRING accreditation visit.

**REVIEW**

Review the self-study report and a copy of the most recent financial audit to ISACS. Host an ISACS accreditation visiting team and receive the accreditation determination made by the ISACS Board of Trustees.