



## Appendix G: Provisional Member Annual Report and Instructions, 20th ed.

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

An editable, PDF version of this document is available on the ISACS website.

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 Head of School: \_\_\_\_\_

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

### Instructions. The complete report includes the following four sections:

1. **This sheet as Cover Sheet. Fill in the top portion.**
2. **The School Profile form ([Appendix D](#) of ISACS Membership and Accreditation Guide), including information from the current school year. Every cell on the School Profile data sheet must be filled in. Use YTD information, zero (0), or N/A where applicable.**
3. **The Head of School's Report, clearly identifying each section as 3A., 3B., and so on:**
  - 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 the 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, accreditation team members (after one year of membership), 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. Date of the most recent independent financial audit.
  - G. Summary of ways the school has had any interaction with other ISACS member schools.
  - H. Feedback and suggestions regarding provisional membership to be shared with the accreditation review committee (ARC) that is working well for your school and/or that would enhance your school's membership in ISACS.

#### 4. **Strategic Planning Process**

As a provisional ISACS school, it is expected that the school has 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 where the school is in its Strategic Planning Process.

Email this PDF report to [accredit@isacs.org](mailto:accredit@isacs.org)