



## Appendix E: Reaction Report Cover Sheet and Instructions, 20th ed.

\_\_\_\_\_DATE SUBMITTED

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

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

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 Appointed \_\_\_\_\_

Date of Most Recent Accreditation Visit \_\_\_\_\_ Team Leader \_\_\_\_\_

**Instructions. The complete Reaction 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 in the school since the visit of the ISACS accreditation team, including any with relevance to the school's accreditation status, e.g., significant changes in mission, leadership, governance, program, facilities, enrollment, finances, etc.
  - B. A brief description of the process used by the school in collecting data and writing the Reaction Report (the expectation is that appropriate governing body, 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 implementing each of the major recommendations or a detailed explanation of and justification for portions of major recommendations the school disagrees with and will not be implementing.
  - E. A blanket statement that the school agrees with and intends to implement all chapter-level recommendations made by the accreditation team, with any exceptions indicated in 3F.
  - F. A list of rejected recommendations including written rationale for each rejected recommendation (see sample below).
  - G. Feedback and suggestions regarding the accreditation process to be shared with the Accreditation Review Committee (ARC).
- 4. Plan for School Improvement or Updated Strategic Planning Process**

The school's plan for school improvement or a report on its strategic planning process that describes:

  - a. What the school has learned from its community survey and other relevant data, self-study report, accreditation 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 school improvement. Describe how the governing body and school employees are involved in, and informed about, strategic planning and school improvement. For cross-referencing purposes, please note in the report which action steps address major recommendations from the ISACS accreditation team report.

**(Continued on Next Page)**

**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 families and provide after school care for those who need it.

**Disagree:** X    Provide rationale below:

After considerable discussion with interested families, 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 families who request it.

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