



## ISACS Sample Accreditation Visit Schedule

**NOTE** – The sample schedule includes examples of specific times for group meetings with governing body members, families, students, and faculty/staff. These may be scheduled at mutually convenient times for the accreditation team and the school on Monday or Tuesday.

### **Sunday, XX/XX/20XX**

Check into hotel no later than 1:00pm

|                |  |
|----------------|--|
| 1:30 – 2:00pm  | Orientation meeting for inexperienced team members |
| 2:00 – 3:00pm  | Initial accreditation team meeting at hotel        |
| 3:30pm         | Leave hotel for school                             |
| 4:00 – 5:00pm  | Campus tour  |
| 5:00 – 6:00pm  | Reception  |
| 6:00 – 7:00pm  | Dinner at hotel                                    |
| 7:00 – 10:30pm | Accreditation team meeting at hotel                |

### **Monday, XX/XX/20XX**

|                  |   |
|------------------|---|
| 7:15-8:00am      | Breakfast at hotel  |
| 8:05am           | Leave hotel for school  |
| 8:15-12:30pm     | Class visits and individual meetings with faculty and staff, scheduled meetings   |
| 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 scheduled, work on reports   |
| 3:30pm           | Meet with representative governing body members   |
| 4:30pm           | Leave for hotel   |
| 5:30pm           | Dinner at hotel or restaurant   |
| 6:30-10:30pm     | Committee meeting to read preliminary chapters based on Monday's work. Begin working toward major commendations and recommendations. Equity and inclusion discussion. |

### **Tuesday, XX/XX/20XX**

|                  |   |
|------------------|---|
| 7:15-8:00am      | Breakfast at hotel or school as previously arranged – leave for school before or after breakfast  |
| 8:15-12:30pm     | Class visits and individual meetings with faculty and staff, scheduled meetings   |
| 10:00am          | Meet with families  |
| 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 and staff without administrators   |
| Dismissal-5:00pm | Observe after school activities, work on chapters<br>Team members may return to hotel to work on chapters if desired.   |
| 4:30pm           | Leave for hotel   |
| 5:30pm           | Dinner at hotel   |
| 6:30-10:30pm     | Committee meeting to read preliminary chapters based on Tuesday's work.<br>Continue work on major commendations and recommendations. Conduct preliminary discussion of the school's accreditation recommendation. |

**Wednesday, XX/XX/20XX**

|             |  |
|-------------|--|
| 7:30am      | Breakfast at hotel   |
| 8:30am-Noon | Work on final chapters at hotel<br>Read any remaining chapters<br>Finalize major commendations and recommendations<br>Vote on school's accreditation recommendation<br>Take care of reimbursement requests |
| Noon        | Team members may leave as soon as all tasks have been completed and chapters are approved with final drafts submitted on flash drive or online storage.  |
| 1:00pm      | Accreditation team leader - meeting with head of school to discuss findings  |
| 2:00pm      | Accreditation team leader presents oral exit report at school<br>Team members may stay for this report if they wish.   |