



Appendix F: Progress Report Cover Sheet and Instructions, 20th ed.

_____ DATE SUBMITTED

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

Email the final report in PDF format to accredit@isacs.org

This report is due **May 1** of accreditation cycle **Year 6**. This report includes **ALL** of the following elements:

School Name _____ Person Responding _____

Name of Head _____ Date Appointed: _____

Date of Most Recent Accreditation Visit _____ Accreditation Team Leader _____

Instructions. The complete Progress Report includes the following 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 Progress Report (the expectation is that appropriate governing body, administration, faculty, and staff members be involved).
 - C. A full response to any conditions set by the ISACS Accreditation Review Committee (ARC).
 - D. An update on implementation of each of the accreditation team report's major recommendations.
 - E. A blanket statement that each of the chapter-level recommendations from the accreditation team report agreed to at the time of the Reaction Report has been implemented, with any new exceptions noted in 3F.
 - F. An appropriate written rationale for each of the recommendations not implemented. (See sample below).
 - G. An update on the school's school improvement plan or strategic planning that outlines ongoing progress and describes contributions from the accreditation process, including the self-study report and accreditation team recommendations. How are the governing body and school employees involved in, and informed about, strategic planning and school improvement?
 - H. **A copy of the most recent full-opinion financial audit**, including the independent auditor's report and management letter. If the audit is more than one year old at that time, submit year-end financial statements of position and activities for subsequent fiscal years.

SAMPLE FORMAT/RESPONSES for Recommendations Not Implemented

Report Area: Governance **Recommendation #** 2 , **from page** 77 .

ISACS Recommendation: That the school expand its board to a larger size and make it more inclusive of alumni and past families.

Not Implemented: Provide rationale below:

Upon further reflection, the board has decided that its current size and make-up have served the school well and believes will continue to do so in the future.

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Petition For Three-Year Extension (Optional): If the school is facing a crisis such that a three-year extension would be in its best interest, it should follow the procedures in [Appendix H](#).