



NEW ENGLAND ASSOCIATION  
OF SCHOOLS AND COLLEGES

# Templates for Visiting Team Chairs and Assistant Chairs

for visits to independent schools in the US

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# Foundation Visit Templates

## Template 1 - Foundation Visit Report Edits

Email template  
Chair to Visiting Team Members  
Send after the Foundation Visit

To: Visiting Team Members

From: Chair of the NEASC Visiting Team

Subject: Edits to the NEASC Foundation Visiting Team Report

Thank you for your participation on this visit. After we parted company, I checked through all our sections of the NEASC Foundation Visiting Team Report and I have attached a complete PDF draft copy of the Foundation Visit document.

Please review this and get back to me either by phone or email with any comments you have regarding any additions, deletions, changes, corrections of fact, even nuances. Please do not assume that I will catch all typographical errors, so call my attention to those as well. If I have not heard from you within one week, I will assume the Report meets your approval in substance as a team member.

Please remember that Foundation Visiting Team Reports are privileged communications and become the property of the school visited. If you would like a final copy, you may request that from the school.

Warm regards,

Chair of the NEASC Visiting Team

## Template 2 - Foundation Visit Legal/Regulatory Documentation

Letter template

Chair to NEASC

Confirming evidence of Legal and Regulatory Documentation for Foundation Visit

*Please use your letterhead and send as an email attachment.*

Director for Accreditation and School Improvement  
New England Association of Schools and Colleges  
Commission on Independent Schools  
1115 Westford Street  
Lowell, MA 01851

Dear Colleague:

As Chair of the Visiting Team, I have examined and can attest to the existence of the following documentation:

- Corporate status as a tax-exempt institution, if applicable
- Non-discriminatory admissions and employment policies
- Information regarding the financial responsibilities of parents and students
- Fire Marshal's inspection certificate or letter stating that at the time of the last inspection, all requirements were met
- Health inspection certificates for food services
- Statement from the Head of School that the school's Emergency Plan is complete and has been submitted to the local police department
- Documentation attesting that those sections of the early childhood program that serve children under the age of three meet state health and safety regulations/guidelines for childcare facilities

Respectfully submitted,

## Template 3 - Foundation Visit Recommendations

Letter template  
Chair to NEASC  
Foundation Visit recommendation

*Please use your letterhead and send as an email attachment.*

Director for Accreditation and School Improvement  
New England Association of Schools and Colleges  
Commission on Independent Schools  
1115 Westford Street  
Lowell, MA 01851

Dear Colleague:

As Chair of the Foundation Visiting Team for {Evaluated School}, the Team recommends that (choose one of the following):

- The school has met all the expectations of the Foundation Visit and should move forward to host a Program Visit without reservation
- The school has completed the Foundation Visit and should move forward to host the Program Visit while also taking specific action(s) recommended by the Team
- The Program Visit should be tabled pending specific action(s) determined by the Commission

Respectfully submitted,

# Program Visit Templates

## Template 1a - Program Visit Welcome

Email template  
Chair to Visiting Team Members  
Program Visit welcome

From: Chair of the NEASC Visiting Team  
Sent To: Visiting Team Members for Program Visit  
Subject: Our School Visit

Welcome!

Thank you for agreeing to serve on the Program Visiting Team for the decennial review of {Evaluated School} on {dates of visit}. Once our team is complete, you will receive a list of the visiting team members from the NEASC office.

I ask you to find some time to familiarize yourself with the NEASC Program Standards:  
<https://www.neasc.org/standards-independent>.

Technology is a substantial aid in reducing the busy work of any visit, so I ask that you bring a laptop with you. We will write our Program Report in the NEASC portal and share and edit it collectively. It would be a good idea for you to access the portal, and familiarize yourself with it, prior to our visit. If you encounter any problems, you should email our office at: CIS@neasc.org

Included with this email is a questionnaire which you should complete and send back to me as soon as possible. Your responses will help me develop preliminary assignments for our visit. We are all “generalists” for this visit, and we will divide responsibility for writing the several sections of our Report. I want to be sure that each area is covered and that, insofar as possible, each member of the Team is working in an area of his/her competence and interest.

You will receive information regarding lodging from the school about four weeks prior to the visit.

Please don't hesitate to contact me if you have questions in advance of the visit. I can be reached at {home phone} or {mobile phone}.

If you have any suggestions or need any special arrangements, please let me know.

I look forward to working with you on our upcoming visit!

## Template 1b - Program Visit Questionnaire

Email template

Chair to Visiting Team Members

Questionnaire for Visiting Team Members regarding Program Standards Assignments

### Program Standards Assignment Questionnaire

Please check any of the Standards below that would be your preferences, and return the information to me as soon as possible, but no later than {date}.

- Standard 7: Commitment to the mission informs decisions, guides initiatives, and aligns with the students' needs and aspirations
- Standard 8: Commitment to inspiration and support characterizes the approach to each student
- Standard 9: Commitment to excellence distinguishes the program
- Standard 10: Commitment to continuous professional learning and development permeates the adult culture
- Standard 11: Commitment to engaging with the greater community enhances the student experience
- Standard 12: Commitment to meeting the needs of each student drives the residential life program
- Standard 13: Commitment to the health and well-being of each student guides the school's homestay program
- Standard 14: Commitment to long-term viability and innovation guides planning

To provide information that will help with team assignments and organization, please submit the following:

1. Current positions and responsibilities
2. Other skills helpful for this Team (e.g.; IT, writing, editing, other)
3. Prior experience on a Visiting Team
4. You will need to bring a laptop (iPads and tablets do not work as effectively). Please notify me if you will need to borrow one.
5. Emergency contact information
6. Home Phone
7. Cell Phone
8. Special dietary requirements or physical restrictions

## Template 2 - Program Visit Standards Assignment

Email template  
Chair to Visiting Team Members  
Program Standards assignments

From: Chair of the NEASC Visiting Team  
To: Visiting Team Members  
Subject: Confirmation of Assignments

Hello friends,

By now you should have received information from the NEASC office regarding accessing the Foundation and Program Self-Study Reports. If you have not received this yet, please contact the NEASC office. Please read through the whole Self-Study Report and make note of any data you find missing, any information lacking, or other concerns. Please email me with any major concerns you discover. This will help to inform me about what to schedule during the visit. It is also worth noting the unique strengths and programs of the school. The Self-Study Report(s) should clearly and completely convey the scope and mission of the school.

Here are the Standards that are assigned to you, based on the questionnaires returned to me. Though we will all cooperate in writing the Report, you will take the lead in drafting the Report sections dealing with the assigned Standards.

Program Standard	Lead Writer	Assistant Editor
7. Commitment to Mission		
8. Commitment to Students		
9. Commitment to Program		
10. Commitment to Professional Development		
11. Commitment to Community		
12. Commitment to the Residential Program		
13. Commitment to the Homestay Program		
Strategic Planning Standard		
14. Commitment to Long-Term Viability		

Writing an effective Visiting Team Report is as important as writing a good Self-Study. Please take the time to master the assigned Standard, as well as the school's Self-Study Report on the Standard, and then become comfortable with the writing sample for a Visiting Team Report.

Consistency, clarity, and conciseness are the best virtues to practice in writing a meaningful Visiting Team Report. NEASC's accreditation process is always oriented toward school improvement and the Visiting Team Report should provide validation and support for the school's improvement plans.

On Sunday {date} our first meeting as a team will be at {time} at the hotel. At that time I will provide you with a schedule of meeting times available. We will then travel to the school for a tour of the facility and dinner with key members of the school community.

Have the best weekend.

## Template 3 - Program Visit Final Report Edits

Email template  
Chair to Visiting Team Members  
Final report edits

From: Chair of the NEASC Visiting Team  
To: Visiting Team Members  
Subject: The NEASC Visiting Team Report

Thank you, again, for serving on this Team. After we parted company, I checked through all our sections of the NEASC Visiting Team Report, and I have attached a complete PDF draft copy of that document.

Please review this and get back to me either by phone or email with any comments you have regarding additions, deletions, changes, corrections of fact, even nuances. Please do not assume that I will catch all typographical errors, so call my attention to those as well. If I have not heard from you within one week, I will assume the Report meets your approval in substance as a team member.

Please remember that Visiting Team Reports are privileged communications and become the property of the school visited. If you would like a final copy, you may request that from the school.

I enjoyed working with you and hope you found the experience rewarding, both personally and professionally.

Warm regards,  
Chair of the NEASC Visiting Team

cc: Director for Accreditation and School Improvement, NEASC Commission on Independent Schools

## Template 4 - Program Visit Recommendation Letter

Letter template  
Chair to NEASC  
Program Visit recommendation

*Please use your letterhead and send as an email attachment.*

Director for Accreditation and School Improvement  
New England Association of Schools and Colleges  
Commission on Independent Schools  
1115 Westford Street  
Lowell, MA 01851

Dear Colleague:

The Visiting Team that conducted the Program Visit to {school, city, state} for purposes of {initial membership} or {continued membership} in the New England Association of Schools and Colleges hereby recommends that the school be (choose one of the following):

For a school seeking Initial Accreditation (choose one of the following)

- Granted accreditation
- Granted accreditation with some specific stipulation
- Tabled pending completion of specific response from the school
- Denied accreditation

For a school seeking Continued Accreditation (choose one of the following)

- Granted continued accreditation
- Granted continued accreditation and specific stipulations
- Granted continued accreditation and placed on warning
- Placed on probation

If there are any questions regarding this recommendation, please feel free to contact me.

Respectfully submitted,



NEW ENGLAND ASSOCIATION  
OF SCHOOLS AND COLLEGES

Commission on Independent Schools

### Evaluation of NEASC Visiting Team Member

Visited school and location (city, state):

Chair Name:

Team Member's name and school:

**General Assessment:** (select one)

**Excellent** – *would definitely invite again*

What would you say were his/her outstanding characteristics as a member of a Visiting Team?

**Good** – *should be given another opportunity*

What areas of concern should be addressed?

**Fair** – *questionable whether he/she should be invited to serve again*

Areas of concern to address if invited again:

**Recommendations:**

Would you recommend this person to act as Assistant Chair of a Visiting Team?  yes  no

If this member is the Head of School, would you recommend him/her to Chair or Assistant Chair a Visiting Team?  yes  no

## About us

### NEASC Mission Statement

*NEASC partners with schools to assess, support, and promote high quality education for all students through accreditation, professional assistance, and pursuit of best practices.*

### Commission on Independent Schools

*To assure the positive and equitable development of all students, inspire creativity, foster excellence, and promote institutional well-being, NEASC Accreditation engages schools in aspirational, mission-driven self-study and peer review.*

### Resources

Accreditation resources are available on our website at [www.neasc.org](http://www.neasc.org)

### Contact us

New England Association of Schools and Colleges  
1115 Westford Street, Third Floor  
Lowell, MA, 01851 USA

Email: [cis@neasc.org](mailto:cis@neasc.org)

Staff directory: [www.neasc.org/our-team](http://www.neasc.org/our-team)



