NEW ENGLAND ASSOCIATION OF SCHOOLS AND COLLEGES

Commission on Public Secondary Schools

FIVE-YEAR PROGRESS REPORT INSTRUCTIONS

The school is required to respond to each of the following sections:

I. Respond to ***each highlighted recommendation*** identified in notification letter(s) (see enclosed) for which the Commission requested a response in the Five-Year Progress Report by doing the following:

1. In a section separate from responses to evaluation report recommendations, write out each highlighted recommendation. Present the recommendations in the order in which they appear in the notification letter(s).

2. Indicate the new status of each recommendation based on the categories listed below.

   COMPLETED: *The recommendation has been implemented fully or an ongoing process has been initiated to ensure its implementation*

   IN PROGRESS: *Steps have been taken to carry out the recommendation, but more needs to be done to ensure full implementation.*

   PLANNED FOR THE FUTURE: *Although the recommendation has not gone beyond the planning stage, it will be carried out as soon as conditions warrant.*

   REJECTED: *The recommendation is impractical or invalid because it arose from insufficient observation or relates to circumstances which no longer exist.*

   NO ACTION: *The recommendation is valid, but has not yet been addressed.*

3. Describe in detail the progress made in implementing each recommendation. (See attached example.)

II. Respond to ***each evaluation report recommendation (from the decennial report of the visiting team) not previously reported as Completed in the Two-Year Progress Report*** by doing the following:

1. Write out each recommendation not previously reported as Completed. (Review the school's Two-Year Progress Report to verify recommendations requiring a response).

2. Indicate the new status of each recommendation based on the categories listed: COMPLETED, IN PROGRESS, PLANNED FOR THE FUTURE, REJECTED, NO ACTION (See above for detailed information.)

3. Provide a brief update of the action to address *each* evaluation report recommendation that was previously reported as IN PROGRESS, PLANNED FOR THE FUTURE, or NO ACTION at the time the Two-Year Progress Report was submitted. School officials should describe all progress to date, indicate projected dates and plans for full implementation, and/or provide a reason why each has not been completed. Particular care should be taken to justify any recommendations which have been classified as REJECTED.

III. Briefly describe any substantive change with a negative impact which *has not been reported previously* to the Commission. A copy of the Commission's Substantive Change Policy is enclosed for your reference. If there have been no substantive changes, please write a statement to that effect.

IV. Submit a copy of the school's current statement of mission and expectations for student learning, describe the process used to keep the mission and expectations current, and articulate any changes/revisions made since the on-site decennial visit.

V. Cite specific examples of how the mission and expectations have been used to guide decision-making, particularly as it relates to curricular processes, instructional strategies, and the assessment of student learning.

VI. Briefly describe any achievements or strengths in the school's programs or services which have not been previously reported and which have significance for the school.

VII. Describe any school restructuring or other reform initiatives or projects not previously reported and indicate planned or completed changes resulting from such initiatives or projects as they relate to the school's mission, the curriculum, instruction, assessment, services, personnel, facilities, finances, school climate, educational media technology, and/or community support and involvement. If there have been no new restructuring or reform efforts, please write a statement to that effect.

VIII. Provide a brief description of the school's Follow-Up Program since the Two-Year Progress Report was submitted. Include such information as the number of committees formed, degree of participation of parents and community members, process followed, and amount of release time provided. List the names and positions of faculty members who serve on the Follow-Up Committee.

NOTE: The school's Two-Year Progress Report should be referenced in preparing the Five-Year Progress Report. Do not include attachments unless they have been specifically requested by the Commission.

Please send by certified mail, return receipt requested, two (2) copies (soft covers only) of the Five-Year Progress Report due no later than March 1 to:

Dr. Pamela Gray-Bennett
Director
Commission on Public Secondary Schools
New England Association of Schools & Colleges
209 Burlington Road
Bedford, MA 01730-1433

Prior to mailing, please use the *checklist* below to ensure a completed report has been submitted:

I. ___ Response to each highlighted recommendation

II. ___ Response to each recommendation in the evaluation report

III. ___ Substantive changes not previously reported

IV. ___ Copy of the current statement of mission and expectations

V. ___ Cite specific examples of how the mission and expectations have been used to guide decision-making

VI. ___ Strengths/Achievements which are significant

VII. ___ Restructuring or other reform initiatives

VIII. ___ Description of Follow-Up Program

IX. ___ Statistical Data Sheet

STATISTICAL DATA SHEET

School:_____ **Principal:**_____

City, State:_____ **School Telephone:**_____

E - MAIL Address:_____ **FAX Number:**_____

Dates of Evaluation:_____

Grades: _____ **School Enrollment**: _____ at time of the evaluation

Grades: _____ **School Enrollment**: _____ at present time

Based upon the state's definition of a dropout, indicate the dropout rate for the most recently completed school year as well as for the preceding two years:

_____% 20____
_____% 20____
_____% 20____

DISPOSITION OF ALL VISITING COMMITTEE RECOMMENDATIONS

	Two-Year Report		Five-Year Report	
	Number	**Percentage**	**Number**	**Percentage**
COMPLETED				
IN PROGRESS				
PLANNED FOR THE FUTURE				
REJECTED				
NO ACTION				
TOTAL*	*		*	

*The totals should reflect the number of recommendations in the original decennial evaluation report. Both total numbers should be identical. Do not include highlighted recommendations.

Signature of Principal/Headmaster_____

Signature of Chair of Follow-Up Committee_____**Position**_____

Date Progress Report Submitted_____