

NEW ENGLAND ASSOCIATION OF SCHOOLS AND COLLEGES

Commission on Public Secondary Schools

TWO-YEAR PROGRESS REPORT

Instructions

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

1. *In a section separate* from responses to evaluation report recommendations, write out each recommendation. Present the recommendations in the order in which they appear in the notification letter(s).
2. Indicate the status of each recommendation based on the categories listed below.

COMPLETED: The recommendation has been implemented fully or an on-going 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 implementing each recommendation.
(See example attached)

II. Respond to **each evaluation report recommendation** by doing the following:

1. Write out each recommendation.
2. Indicate the status of each. (As Noted in Section I.2 Above)
3. Describe briefly the action that has been taken to address *each* recommendation in the accreditation report. For each recommendation classified as **COMPLETED** school officials should describe the action taken to address fully the recommendation and briefly detail the impact of the action taken. For any recommendation classified as **IN PROGRESS**, **PLANNED FOR THE FUTURE**, or **NO ACTION**, 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. Submit a copy of the school's current mission statement and expectations.
- IV. Briefly describe any substantive change that has occurred since the decennial evaluation and which *has not been reported previously* to the Commission. A copy of the Commission's Substantive Change Policy is enclosed for your reference.
- V. 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.
- VI. 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 philosophy/mission, the curriculum, instruction, assessment, services, personnel, facilities, finances, school climate, educational media technology, and/or community support and involvement.
- VII. Briefly describe the school's Follow-Up Program. 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: Do not include attachments unless they have been specifically requested by the Commission. It may be appropriate to include a small number of samples, but please do not send other attachments unless specifically requested to do so by the Commission.

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

Dr. Pamela Gray-Bennett
 Director
 Commission on Public Secondary Schools
 New England Association of Schools & Colleges
 209 Burlington Road, Suite 201
 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. ___ **Copy of the current mission/statement of purpose and expectations**
- IV. ___ **Substantive changes not previously reported**
- V. ___ **Strengths/Achievements which are significant**
- VI. ___ **Restructuring or other reform initiatives**
- VII. ___ **Description of Follow-Up Program**
- VIII. ___ **Statistical Data Form**

STATISTICAL DATA SHEET

School: _____ Principal: _____

City, State: _____ School Telephone: _____

E - MAIL Address: _____ FAX Number: _____

Dates of Accreditation Visit: _____

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 VISITING COMMITTEE REPORT RECOMMENDATIONS

	Number	Percentage
COMPLETED		
IN PROGRESS		
PLANNED FOR THE FUTURE		
REJECTED		
NO ACTION		
TOTAL		100%

Signature of
Principal/Headmaster _____

Signature of Chair
of Follow-Up Committee _____ Position _____

Date Progress Report Submitted _____