

## SELF-STUDY CHECKLIST

The following checklist should be used by the steering committee to ensure that the appropriate materials are prepared and finalized. This checklist should be given to the chair of the visiting team and included in the self-study materials.

If self-study materials are not available for timely distribution to the members of the visiting team or are of a quality that precludes their effective use by the visiting team, the Accreditation visit will be postponed or canceled.

### I. School and Community Summary

- School and Community Summary completed and uploaded in portal
- Core Values, Beliefs, and Learning Expectations completed and uploaded in portal

### II. Standards for Accreditation

- All conclusions, explanations and evidence, executive summaries with ratings, strengths, and needs completed, approved by faculty and uploaded in portal

### III. Major Areas of Strength and Need

- Statement of major areas of strengths and needs completed and approved by faculty, and uploaded in portal

### IV. Two-Year and Five-Year Plan

- Two-Year and Five-Year Plan completed and uploaded in portal

### V. Other Documents to Upload in the Portal (or provide to the chair)

- Endicott College survey
- Criteria for success (e.g. rubrics) of the school's learning expectations
- Program of studies
- Bell and daily class schedule
- Letter of welcome from school officials
- Floor plan of the building
- List of emergency phone numbers (school, local hospital, etc.)
- Directions to the school and hotel
- Completed self-study checklist

### VI. Coordinate with the chair

- Selection of teachers to be interviewed on Sunday
- Selection of students to be shadowed
- Selection of students to lead facility tour on Monday
- Small group meetings
- Student guides
- The Chair's Preliminary Visit Checklist

## CHAIR'S PRELIMINARY VISIT CHECKLIST

The following checklist should be used by the chair during the preliminary visit to the school to ensure that the appropriate materials are prepared and finalized and that all necessary plans for the visiting team are in place.

- \_\_\_\_\_ The awareness of the faculty, staff, students, and community of the Accreditation process and purpose of the visiting team's report
- \_\_\_\_\_ Completion of all self-study materials
  - Review the Self-Study Checklist
- \_\_\_\_\_ Collection, availability, and access to evidence for each of the Standards
- \_\_\_\_\_ Student work samples for Sunday night
- \_\_\_\_\_ The Sunday afternoon schedule
  - panel presentation
  - teacher interviews
  - welcoming reception (45 minutes)
  - meetings with administrators and the school board
- \_\_\_\_\_ The visiting team schedule (prepared by the chair)
  - selection of teachers to be interviewed on Sunday
  - selection of students to be shadowed
  - selection of students to lead facility tour on Monday
  - small group meetings
  - student guides
- \_\_\_\_\_ Arrangements for technology use during the visit including the number of laptops needed and wi-fi access, and assistance as needed
- \_\_\_\_\_ The visiting team workrooms at the school and hotel
  - size, location, and furniture
  - supplies
  - name tags
  - easel with paper and markers
  - a complete master schedule for the wall (at the school)
  - a complete set of curriculum guides
  - sample student record forms and administrative forms
  - student publications
  - LCD projector, screen, and printer
  - access to a copier and shredder (at the school)
- \_\_\_\_\_ Arrangements for lodging and meals for members of the visiting team
- \_\_\_\_\_ Parking at the school and transportation to and from hotel
- \_\_\_\_\_ Plans for reimbursement of travel expenses
- \_\_\_\_\_ An overview of how the Accreditation report is developed
- \_\_\_\_\_ Press releases about the school visit
- \_\_\_\_\_ The school's responsibility for distribution of the final report