

March 10, 2015

Greetings:

Attached you will find several documents for the different school evaluations. We need you to use these templates as we want all evaluation reports to look the same.

1. Sample Full Evaluation – this document is to be used for your elementary K-8 or K-9 school Full Evaluations.
2. Sample Interim Review – this document is to be used for a school's Interim Review.
3. Sample Progress Report – this is to be used for a school's Progress Report (if given an IR term)
4. Sample Progress Report-All – this is to be used for a school's Progress Report (if given a Revisit term)
5. Sample Revisit – this is to be used when doing a Revisit at a school.
6. 2015-Term of Accreditation – you will see there are new Terms of Accreditation as of this evaluation year. Please make sure you review this document and use these new terms for evaluations taking place in Spring 2015 and beyond.

For those schools that have Progress Reports, please send them a copy of the file needed (see above) and have them complete the document and send back to you. Any school that has a Revisit must complete the Sample Progress Report-All.doc. This includes responding to school improvement action plans and ALL recommendations (major and minor) made by the visiting committee. Schools that were granted a 6PR or 6IR will complete the Sample Progress Report and respond to school improvement action plans and Major Recommendations.

For schools that have Interim Reviews send them the Sample Interim Review. The conference may wish to personalize the template with the school's information and put in the Major Recommendations and Action Plans for the school. The school will then fill in the School Profile Page and complete the School Response for each Action Plan and Major Recommendation. Then send this back to the conference office in preparation for their evaluation visit.

For schools that have Revisits send them the Sample Revisit. The conference may wish to personalize the template with the school's information and put in the Major Recommendations, other recommendations made and Action Plans for the school. The school will then fill in the School Profile Page and complete the School Response for each Action Plan, Major Recommendation and other recommendations made. Then send this back to the conference office in preparation for their evaluation visit.

Please note that a copy of the school action plans (included in the Self-Study) must accompany any Full Evaluation. These need to be inserted into the back of the document.

If you have any questions on evaluations, please do not hesitate to contact us.

Thanks  
Brandy