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) for which the Committee 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). NOTE: Please do not repeat or update responses to highlighted recommendations from previously submitted reports.

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 example.)

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

1. Write out each evaluation report recommendation (from the decennial report of the visiting committee) not previously reported as Completed in the Two-Year Progress Report by doing the following: 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 complete 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 remain classified as REJECTED.

III. Briefly describe any substantive change with a negative impact on the school’s ability to meet any of the Standards which has not been reported previously to the Committee. A copy of the Committee's Substantive Change Policy is posted on our website 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 core values, beliefs, and learning expectations (formerly mission and expectations for student learning), describe the process used to develop the core values and beliefs about learning.

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 Committee. Please number the pages.

Consistent with the Committee on Public Elementary and Middle School’s follow-up procedures, the report should include the electronic signatures of the principal and the chair of the follow-up committee. Please e-mail the Five-Year Progress Report prior to its due date to cpemsreports@neasc.org. You will receive an electronic receipt for your report.

Prior to mailing, please use the checklist below to ensure a completed report has been submitted:
Ia.  __  Response to each highlighted recommendation from the Two-Year Progress Report
Ib.  __  Response to each highlighted recommendation from a Special Progress Report following the Two-Year Progress Report (if applicable)
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
**IX. STATISTICAL DATA**

School: ___________________________  Principal: ___________________________

City/Town, State: _________________  School telephone: _________________

E-mail address: _________________  FAX Number: _________________

Dates of Accreditation Visit: ____________________________________________

Grades: _________  School Enrollment: _________  at time of the visit

Grades: _________  School Enrollment: _________  at present time

**DISPOSITION OF ALL VISITING COMMITTEE RECOMMENDATIONS**

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<th>Two-Year Report</th>
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*The totals should reflect the number of recommendations in the original initial decennial evaluation report. Both total numbers should be identical. Do not include highlighted recommendations that were not original visiting committee recommendations.

Electronic Signature of  Principal/Headmaster______________________________

Electronic Signature of Chair  of Follow-Up Committee________________________ Position___________________

Date Progress Report Submitted______________________________