NEW ENGLAND ASSOCIATION OF SCHOOLS AND COLLEGES
COMMISSION ON PUBLIC SCHOOLS
Committee on Public Elementary and Middle Schools

SPECIAL PROGRESS REPORT INSTRUCTIONS

Respond to each recommendation identified in a notification letter(s) for which the Committee requested a response by doing the following:

1. Write out each recommendation from the notification letter in the order in which they appear.

2. Indicate the status of each highlighted 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 implement the recommendation, but more needs to be done to ensure full implementation.

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

   REJECTED: The recommendation is no longer valid, acceptable, or appropriate.

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

3. School officials should describe in detail the progress to-date made implementing each recommendation. Indicate the projected dates and plans for full implementation, and/or provide a reason each has not been completed or rejected. (See example). If evidence is needed, the Committee will request it.

NOTE: Do not include attachments unless they have been specifically requested by the Committee. 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 Committee.

Consistent with the Committee on Public Elementary and Middle Schools’ follow-up procedures, the report should include the electronic signature of the principal and the chair of the school’s Follow-Up Committee and be sent electronically to the CPEMS office at the following address: cpemsreports@neasc.org by the due date of the report. You will receive an electronic receipt for your report.