

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*REJECTED: The recommendation is no longer valid, acceptable, or appropriate.*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](mailto:cpemsreports@neasc.org) by the due date of the report. You will receive an electronic receipt for your report.