

NEW ENGLAND ASSOCIATION OF SCHOOLS AND COLLEGES

COMMISSION ON PUBLIC SCHOOLS
Committee on Public Elementary and Middle Schools

TWO-YEAR PROGRESS REPORT INSTRUCTIONS

- I. Respond to **each highlighted recommendation** identified in a notification letter(s) for which the Committee requested a response in the Two-Year Progress Report by doing the following:

1. *In a section separate* from responses to accreditation report recommendations, write out each recommendation. Present the recommendations in the order in which they appear in the notification letter(s). Please note you may need to refer to more than one notification letter. Also note that some of the highlighted recommendations may be the same as the report recommendations.
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REJECTED: *The recommendation is no longer valid, acceptable, or appropriate.*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.

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

1. Write out each recommendation in the order in which it appears in each of the seven Standards sections. Head the section with the Standard area name.
2. **Indicate the status of each** (*as explained above.*)
3. *Briefly* describe the action that has been taken to address *each* recommendation in the accreditation report. For each recommendation classified as COMPLETED school officials should describe the action taken to address fully the recommendation and briefly detail the impact of the action taken. For any recommendation classified as IN PROGRESS, PLANNED FOR THE FUTURE, or NO ACTION, school officials should describe all progress to date, indicate projected dates and plans for full implementation, and/or provide a reason

each has not been completed. Particular care should be taken to justify any recommendations which have been classified as REJECTED.

- III. Submit a copy of the school's current mission and expectations including the date of the most recent review.
- IV. Briefly describe any substantive change that has occurred since the decennial/initial evaluation and which *has not been reported previously* to the Committee. A copy of the Committee's Substantive Change Policy is on the website for your reference.
- V. Provide a list of user fees for all co-curricular activities, including athletics.
- 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 and expectations, the curriculum, instruction, assessment, programs, personnel, facilities, finances, culture, library media, technology, and/or community support and involvement.
- VIII. Briefly describe the school's follow-up program. 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.
- IX. Complete the statistical data sheet

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.

Please use the *checklist* below to ensure a completed report is being submitted:

- I. ___ Response to each highlighted recommendation
- II. ___ Response to each recommendation in the accreditation report
- III. ___ Copy of the current statement of mission and expectations
- IV. ___ Substantive changes not previously reported
- V. ___ List of user fees
- VI. ___ Strengths/Achievements which are significant
- VII. ___ Restructuring or other reform initiatives
- VIII. ___ Description of follow-up program
- IX. ___ Statistical data sheet

REQUIRED 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 VISITING COMMITTEE REPORT RECOMMENDATIONS

| | Number | Percentage |
|---------------------------|--------|------------|
| COMPLETED | | |
| IN PROGRESS | | |
| PLANNED FOR THE FUTURE | | |
| REJECTED | | |
| NO ACTION | | |
| TOTAL | | 100% |

*The totals should reflect the number of recommendations in the original decennial evaluation report. Numbers should be identical. Do not include highlighted recommendations.

Electronic Signature of
Principal/Headmaster _____

Electronic Signature of Chair
of Follow-Up Committee _____ Position _____

Date Progress Report Submitted _____