

Appendix E-2

TEMPLATE:

Email from Chair to Head of School after the Foundation Visit

To: Head of School

From: Chair of the Foundation Visiting Committee

Subject: Request for factual accuracy check of Foundation Report

I want to express my personal appreciation for the hospitality shown to the Foundation Visiting Committee and the planning that went into arranging the schedule for our time at the school. I hope that our work will prove beneficial for your school's future and support the work that you and your colleagues are doing.

Attached is a draft PDF of the Foundation Visit Committee Report. Before finalizing this draft, I ask that you review it for factual accuracy. Please get back to me with any comments or corrections that you notice in the draft. If I have not heard from you within a week, I will assume that the report is factually accurate and submit it to NEASC-CIS. Please note that once I submit the report, the Portal will be reopened for your Self-Study Coordinators to continue their work on the Program Standards.

As Head of School, you will have an opportunity to address any differences of opinion regarding the conclusions of the Visiting Committee after the completion of the Program Visit. At that time, we invite you to respond in the form of a formal letter if you so choose. This 'Reaction Letter' would then be presented to the Commission with the complete Visiting Committee Report addressing all Standards.

Warm regards,

Chair of the Visiting Committee