

DETAILS OF THE FIRST REPORT

Introduction

This report must be submitted after completion of the Team Visit to the school. CAISA will advise you of the date for submission.

The basic principle of the First Report is that every recommendation contained in the Visiting Team Report requires a response and comment from the school. While the school will not necessarily be expected to agree with every recommendation, it is expected to treat each and every recommendation seriously.

Resources for Writing the First Report

Committees formulating the First Report will need access to:

- the *CIS/NEASC Institutional Evaluation Guide for American/International Schools*, which includes the Standards for Accreditation
- the school's Self-Study
- the Visiting Team Report
- this booklet

Timing

Although schools may wish to allow a certain period for rest and the gaining of perspective after the Team Visit, this further phase of activity should begin before interest and momentum have been lost.

The First Report should be received by the offices of the Accrediting Agencies after completion of the Team Visit to the school and upon direction from CAISA.

Preparing for the First Report

It has proved to be very effective practice to reactivate the committees originally organized for the Self-Study in order to respond to the recommendations of the Visiting Team, at least at the one-two year stage, as this gives continuity to the whole school improvement effort. Such an arrangement also provides individual staff members with the opportunity to pursue issues through all the stages from recording their own findings in the Self-Study, through considering the perceptions and recommendations of the Visiting Team, to deciding upon suitable responses and actions. Some schools may wish to encourage the original Self-Study committees to evolve into permanent working groups, entrusted with the responsibility of carrying out the improvements for which they have helped to show the need.

Summary of the Required Structure for the First Report

SECTION HEADING	e.g. Section A: Philosophy and Objectives
<i>then for every recommendation in that Section:</i>	
RECOMMENDATION	The original recommendation of the Visiting Team should be reproduced <u>verbatim</u> here.
RESPONSE	One of the following must be used: “ <i>Completed</i> ”, “ <i>In Progress</i> ”, “ <i>Planned for the future</i> ”, “ <i>Rejected</i> ”, or “ <i>No Action</i> ” (please see explanation below)
COMMENT	A short comment explaining or justifying the response, whatever it may be.
<i>....and so on for all Sections</i>	
STATISTICAL DATA SHEET	Complete the form shown a little later in this booklet
SUMMARY OF CHANGES	Very briefly describe any major changes which have taken place at the school since the Team Visit, if not covered above.

Responses to Recommendations

The categories of response the school may use are as follows:

Completed - the recommendation has been implemented fully, or exceeded.

In Progress - steps have been taken to carry out the recommendation, but it is not yet fully in operation. It is partially completed, with more still to be done.

Planned for the Future - this item has already gone through the planning stage. It is expected that they will be put into action as soon as conditions warrant.

Rejected - This item is considered unacceptable, impractical, or invalid. For example it may be a recommendation to do something which is against school policy, which cannot be done under present conditions, which arises from insufficient observation or misunderstanding, or which is already being done.

No Action - Items on which nothing has yet been accomplished or planned, but which are valid recommendations.

Short written comments should be attached to explain or justify the stage of action or progress attained in each and every case, including items listed as "*rejected*" or "*no action*".

After classifying each recommendation into one of the listed categories, the school should complete the Statistical Data Sheet shown on the next page, and include it in the report.

**CIS/NEASC
STATISTICAL DATA SHEET
To be completed as part of the school's First Report**

School:

Address:

Date of last Team Visit:

Date of Two Year Report:

Name of Director/Head of School:

Signature of Director/Head of School:

At the time of the last Team Visit: School Enrollment was:

Grades range was:

At the Two Year Report stage: School Enrollment is:

Grades range is:

SUMMARY OF SCHOOL'S RESPONSES :

	Number	Percentage
Completed		
In Progress		
Planned		
Rejected		
No Action		
TOTAL		100%

The Accrediting Agencies' Response to the Two Year Report

The Accrediting Commissions within CIS and NEASC will read the school's First Report and make decisions as to its acceptability. Should the Report prove acceptable, the process of accreditation proceeds in a routine fashion, with the next stages being the Five Year Report and Five Year Visit. Should any aspect of the school's First Report be considered unacceptable, the Accrediting Committees may request further clarification through a Special Report and/or a follow-up Special Visit by CIS and/or NEASC representatives.

In certain cases, a follow-up Special Visit after the First Report will already have been laid down as a condition for the award of accreditation or re-accreditation.