New England Association of Schools and Colleges, Inc.
Commission on Public Schools
Committee on Technical and Career Institutions



Five-Year Focused Visit Report

As submitted by the staff of:

School/Center
City, State

Date

# Table of Contents

# Part One

## Compliance with Committee Standards for Accreditation

**FA = Full Alignment**          **PA = Partial Alignment**          **INS = Insufficient Evidence for Alignment**

| 1.    School/Center Philosophy and Goals |
|---|

| | FA | PA | INS |
|---|---|---|---|
| 1.  The school/center has a separate, clearly stated philosophy which is | | | |
|     a.  approved by the staff | | | |
|     b.  approved by the administration | | | |
|     c.  approved by the governing board | | | |
|     d.  supported by definite, stated goals | | | |
|     e.  designed to meet the individual needs of students and their communities | | | |
| 2.  The philosophy and goals have been cooperatively developed with student, staff, administration, and community participation and are subject to periodic review. | | | |
| 3.  Institutional philosophy and goals are subject to continuous review to ensure relevance. | | | |
| 4.  The Philosophy and Goals are stated in the school/center's publications. | | | |

**Comments**

# Part One

## Compliance with Committee Standards for Accreditation

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| 2. | School/Center and Community Relations |
|---|---|

|  | FA | PA | INS |
|---|---|---|---|
| 1. The school/center has a planned program of school/center and community relations to promote appropriate communications and interaction. |  |  |  |
| 2. The professional staff is encouraged to establish communication links with the community, business, and industry. |  |  |  |
| 3. The community participates in program and curriculum development through a formal advisory program. |  |  |  |
| 4. An effective program to inform individuals of the educational opportunities available at the school/center is implemented. |  |  |  |
| 5. The school/center's program reflects the effective, continual use of community resources including agencies, organizations, individuals, facilities, and business/industry. |  |  |  |
| 6. There are opportunities for parental involvement at the school/center. |  |  |  |
| 7. The school/center provides bridging services between business/industry and the K-14 school/center program. |  |  |  |

**Comments**

# Part One

## Compliance with Committee Standards for Accreditation

**FA = Full Alignment**      **PA = Partial Alignment**      **INS = Insufficient Evidence for Alignment**

| 3.    Educational Program |
|---|

| | FA | PA | INS |
|---|---|---|---|
| **Curriculum** | | | |
| 1. The school/center offers a carefully planned curriculum which is consistent with its mission and which reflects the needs of | | | |
|    a.  students | | | |
|    b.  the community | | | |
|    c.  business/industry | | | |
| 2. The school/center offers a carefully designed technology plan which is consistent with the following:  (This includes but is not limited to a vision, goals, school/center-wide objectives, administrative plans, professional development, instructional technology integration, and planned steps to accomplish the goals.) | | | |
|    a.  mission | | | |
|    b.  curriculum plan | | | |
| 3. Program Advisory Committees are effectively utilized | | | |
|    a.  to recommend program modifications based on changing technology | | | |
|    b.  to assist with the development of an equipment acquisition plan | | | |
|    c.  to assist in the development of the technology plan | | | |
|    d.  to review both the technical and academic curricula | | | |
|    e.  Agendas/minutes are maintained on file | | | |
|    f.  Records of attendance are maintained by programs | | | |
| 4. The program design guarantees that every student, regardless of gender, race, ethnicity or disabilities is offered a quality education. | | | |
| 5. To ensure that an integrated program is operational and that program objectives are met, adequate time is provided in the following areas: | | | |
|    a.  Applied Academics | | | |
|    b.  Technical Education | | | |
|    c.  Student Services | | | |
|    d.  Student Support Services | | | |

| | | | |
|---|---|---|---|
| e.   Student Activities | | | |
| f.   English as a Second Language | | | |
| g.   Bilingual Education | | | |
| 6.  Curriculum design | | | |
| a.   creates opportunities for the student to understand educational expectations | | | |
| b.   creates opportunities for the student to receive recognition for achievement | | | |
| c.   gives guidance to improve performance | | | |
| 7.   Technical programs are competency-based education identifying specific duties and tasks. | | | |
| 8.   The program design provides for identification of expected student performance and learning outcomes in | | | |
| a.   applied academic programs | | | |
| b.   technical programs | | | |
| 9.   The equipment used in the technical and in the academic programs | | | |
| a.   adequately supports and enhances all aspects of the educational program | | | |
| b.   is maintained to ensure an environment that is healthy and safe for all | | | |
| 10.  Co-curricular activities are provided to enhance students' | | | |
| a.   leadership skills | | | |
| b.   self-esteem | | | |
| c.   career awareness | | | |
| 11.  The school/center encourages innovative and experimental programs designed | | | |
| a.   to serve the needs of students | | | |
| b.   to contribute to the school/center's stated mission | | | |
| 12.  Instructional programs offered in career fields requiring licensure or certification are designed to prepare students to meet those requirements. | | | |
| **Instruction** | | | |
| 13.  The design of the instructional program reflects the mission of the school/center. | | | |
| 14.  Strategies provide for the integration of academic and technical instruction. | | | |

| | | | |
|---|---|---|---|
| 15. Teachers fully utilize available technology in their planning, teaching, and data collection, analysis and reporting. | | | |
| 16. The application of computers is integrated within the technical and academic instruction program. | | | |
| 17. Learning resources required to implement the instructional program are | | | |
|    a. available | | | |
|    b. utilized | | | |
| 18. Faculty and staff demonstrate creativity and initiative and use a variety of resources in the delivery of instructional programs. | | | |
| 19. Instructional materials address a variety of learning styles and ability levels. | | | |
| 20. All technical programs provide the following: | | | |
|    a. safety instruction | | | |
|    b. instruction in hazardous chemical awareness – material safety data sheets | | | |
|    c. written and applied safety testing | | | |
| 21. Individual Education Plans are implemented and maintained on file for each special needs student. | | | |
| **Evaluation** | | | |
| 22. Student assessment measures have been established and utilized to measure the attainment of expected performance levels. | | | |
| 23. An evaluation of the assessment of student performance is reviewed periodically to | | | |
|    a. measure student achievement | | | |
|    b. improve curriculum | | | |
|    c. impact planning and instruction | | | |
| | | | |
| 24. A systematic program review is conducted periodically to guarantee effective program design. | | | |
| 25. If the state requires high stakes tests, the school/center reports the testing program score results since the last decennial visit by year, by educational program and by subject area. | | | |
| 26. The school/center indicates how those results impacted the school/center's educational program to improve the effectiveness of teaching and learning. | | | |

| | | | |
|---|---|---|---|
| 27. The school/center assesses the effectiveness of teaching and learning. | | | |
| 28. The school/center provides evidence that it has implemented an assessment program designed to measure the effectiveness of teaching and learning in all educational program areas. | | | |
| 29. The school/center describes the methods/types of assessments and the sources of data used by the school/center to determine the attainment of student academic and technical achievement. | | | |
| 30. The school/center | | | |
|     a. explains how it currently evaluates its assessment program | | | |
|     b. lists any possible changes for the future | | | |
|     c. gives timelines for such changes | | | |
| 31. There is a process utilized to communicate assessment results to parents, community members, teachers and governing boards. | | | |
| 32. Assessment results have been used to systematically improve teaching and learning at the school/center. | | | |
| 33. The school/center cites examples of changes that have been made in curriculum and instruction in the last three years due to analysis of student and school/center performance data. | | | |
| 34. There is a person who is responsible for ensuring that assessment results and data sources are organized, analyzed, interpreted, reported and utilized in the evaluation of curriculum and instruction. | | | |

**Comments**

# Part One

## Compliance with Committee Standards for Accreditation

**FA = Full Alignment**      **PA = Partial Alignment**      **INS = Insufficient Evidence for Alignment**

| 4.     Educational Media Services |
|---|

| | FA | PA | INS |
|---|---|---|---|
| **Mission** | | | |
| 1. The school/center makes available the library and information resources necessary to ensure the fulfillment of its mission. | | | |
| **Outcomes and Assessment Planning** | | | |
| 2. The library continuously and systematically evaluates its effectiveness by identifying outcomes consistent with its mission, gathering data to measure those outcomes, and using that data to improve library resources, instruction, and services. | | | |
| 3. The library's outcomes assessment process reflects and contributes to school/center planning. | | | |
| **Teaching and Learning** | | | |
| 4. The library staff is integrally involved in the teaching and learning of the school/center. | | | |
| 5. The school/center provides opportunities and demonstrates that library staff and faculty collaborate to | | | |
|     a. ensure that materials and services support curricula/curriculum frameworks | | | |
|     b. integrate information literacy into the learning process | | | |
|     c. assess the effectiveness of teaching and learning | | | |
|     d. use information gathered to develop a plan for curricular and instructional improvement | | | |
| 6. The library provides orientation and instruction in the use of resources which develop skills enabling users to become lifelong learners with the ability to locate, select, evaluate, organize, apply, and present information effectively. | | | |
| **Resources and Access** | | | |
| 7. a. Resources and services are readily available to the learning community and cooperative relationships. | | | |
|     b. Access to external resources are encouraged as a means of complementing rather than substituting for the school/center's own collection and services. | | | |

| | | | |
|---|---|---|---|
| 8. These resources (i.e. collections, technology, and services), owned by the school/center or guaranteed through formal written agreements, are appropriate in quality, level, scope, diversity, quantity, and currency to support and enrich the school/center's mission. | | | |
| 9. In addition to curriculum support, the library provides materials that support | | | |
|    a. faculty teaching | | | |
|    b. the intellectual, cultural, and personal development of the community | | | |
| 10. The library has a written policy governing the selection and deletion of all materials. | | | |
| 11. The school/center | | | |
|    a. demonstrates that the library's hours of operation meet the information needs of students, faculty and staff | | | |
|    b. ensures that students use library resources as an integral part of their education | | | |
| 12. The school/center has a published Information Resource and Acceptable Use policy which is consistent with its mission. | | | |
| 13. The school/center has a published policy for handling Challenged Materials both print and electronic which is consistent with its mission. | | | |
| **Staff** | | | |
| 14. The library staff is both sufficient in size and credentialed and/or professionally and educationally qualified to support the teaching and learning mission and goals of the school/center. | | | |
| 15. The school/center | | | |
|    a. clearly defines the responsibilities of library personnel | | | |
|    b. provides evidence that opportunities for ongoing professional development are pursued by staff | | | |
| **Facility and Environment** | | | |
| 16. The school/center provides accessible facilities with a welcoming atmosphere that encourages inquiry, study, and learning among | | | |
|    a. students | | | |
|    b. faculty | | | |
|    c. staff | | | |
| 17. The library includes space for | | | |
|    a. individual and group study | | | |

| | | | |
|---|---|---|---|
| b. efficient use of collections | | | |
| c. staff operations | | | |
| d. storage | | | |
| e. administrative and educational technology | | | |
| | | | |
| 18. The library facility and equipment are | | | |
| a. up-to-date | | | |
| b. properly maintained | | | |
| c. repaired in a timely manner | | | |
| d. secured | | | |
| | | | |
| **Financial Support** | | | |
| 19. The school/center provides sufficient and consistent financial support for | | | |
| a. staff | | | |
| b. collection development | | | |
| c. instructional resources | | | |
| d. the maintenance and enhancement of facilities, technology, and equipment | | | |
| | | | |
| 20. The library staff participates in the development of the school/center's annual library budget. | | | |

**Comments**

# Part One

## Compliance with Committee Standards for Accreditation

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| 5.    Student Services |
|---|

| | FA | PA | INS |
|---|---|---|---|
| **Admissions** | | | |
| 1.   Written policy outlines the process for determining student enrollment allotments from participating high schools/centers. | | | |
| 2.   Written policy identifies enrollment criteria for the registration of students. | | | |
| **Guidance** | | | |
| 3.   The school/center has the following comprehensive personal services available and accessible: | | | |
|    a.   academic counseling | | | |
|    b.   career counseling | | | |
|    c.   career placement | | | |
|    d.   personal counseling | | | |
|    e.   referral to outside agencies | | | |
| 4.   An assessment system is available to assist students with the identification of career aptitudes and interests. | | | |
| 5.   A systematic student follow-up process is implemented to produce specific feedback on the instructional program. | | | |
| **Health and Safety** | | | |
| 6.   Provision is made for adequate student health services. | | | |
|    a.   Emergency care is readily available. | | | |
|    b.   Health records are maintained on file. | | | |
|    c.   A referral process is available for health services. | | | |
|    d.   Faculty and staff are informed of the health conditions of their students when appropriate. | | | |
| 7.   Students, faculty and staff are trained to assist with emergency situations. | | | |
| 8.   A written crisis intervention plan has been developed and is in effect. | | | |
| 9.   Reasonable accommodations are made to ensure the personal health and safety of students, faculty and staff. | | | |

| | | | |
|---|---|---|---|
| **Auxiliary** | | | |
| 10. Student transportation is designed to ensure that students will arrive and depart from the school/center with minimum loss of time on task. | | | |
|    a.   Regular Students | | | |
|    b.   SPED | | | |
|    c.   Extracurricular activities | | | |
|    d.   Athletics | | | |

**Comments**

# Part One

## Compliance with Committee Standards for Accreditation

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| 6.     Student Records |
|---|

| | FA | PA | INS |
|---|---|---|---|
| 1.  An adequate system of student record keeping is in place. | | | |
| 2.  The student records and permanent files are safely maintained and archived in accordance with applicable law or regulation. | | | |
| 3.  Individual student files are current and include | | | |
|    a.   records of attendance | | | |
|    b.   technical competency attainment | | | |
|    c.   academic achievement | | | |
|    d.   test results | | | |
|    e.   Individual Education Plan | | | |
|    f.   safety test documentation | | | |
| 4.  An adequate system is in place for the reporting of grades. | | | |
| 5.  An adequate system is in place for the reporting of attendance. | | | |
| 6.  Student health records are securely maintained. | | | |
| 7.  Graduate follow-up studies are conducted and the resultant data is shared with staff to assist with program and curriculum development. | | | |
| 8.  Confidentiality is maintained in accordance with state and federal guidelines. | | | |
| 9.  Alumnae and alumni files are maintained in accordance with applicable policy or regulations. | | | |

**Comments**

# Part One

## Compliance with Committee Standards for Accreditation

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| 7.     School/Center Staff |
|---|

| | FA | PA | INS |
|---|---|---|---|
| 1.  The school/center has a professional development program for | | | |
|    a.  instructional staff | | | |
|    b.  support staff | | | |
|    c.  administrative staff | | | |
| 2.  Staff members have high ideals, an understanding of youth, and a desire to continue professional growth. | | | |
| 3.  The school/center staff is sufficient to support the educational program. | | | |
|    a.  academic | | | |
|    b.  administration | | | |
|    c.  cafeteria | | | |
|    d.  clerical | | | |
|    e.  custodial/maintenance | | | |
|    f.  educational technician | | | |
|    g.  ESL | | | |
|    h.  bilingual | | | |
|    i.  guidance | | | |
|    j.  health | | | |
|    k.  library/media | | | |
|    l.  security | | | |
|    m.  SPED | | | |
|    n.  technical | | | |
|    o.  technology support | | | |
|    p.  other | | | |
| 4.  The school/center staff works together to attain the goals of the school/center. | | | |
| 5.  Faculty and staff meet state and local certification requirements. | | | |
| 6.  A system which meets state and local requirements for evaluation of faculty and staff is in place. | | | |
| 7.  Opportunities are provided for the continuous development of the instructional staff, and professional development is | | | |

| | | | |
|---|---|---|---|
| encouraged. | | | |
| 8. The school/center provides a structured orientation program for all new staff members. | | | |

**Comments**

# Part One

## Compliance with Committee Standards for Accreditation

**FA = Full Alignment**  **PA = Partial Alignment**  **INS = Insufficient Evidence for Alignment**

| 8. | Administration |
|---|---|

|  | FA | PA | INS |
|---|---|---|---|
| 1. The administrative organizational structure effective in carrying out the philosophy and goals of the school/center. |  |  |  |
| 2. An adequate administrative staff manages all aspects of the school/center. |  |  |  |
| 3. The administrative staff provides competent leadership, vision, and clear direction. |  |  |  |
| 4. An appropriate degree of autonomy and authority exists within the organizational structure for school/center administrators to provide the necessary leadership. |  |  |  |
| 5. The director, although accountable to a higher authority, is the responsible head and professional leader of the school/center. |  |  |  |
| 6. The governing board maintains current written policies and procedures that are readily available to all personnel and to the public. |  |  |  |
| 7. A system is used to evaluate the performance of the administration. |  |  |  |
| 8. A written school/center improvement plan with measures of accountability has been implemented. |  |  |  |
| 9. Students are provided opportunities for student government/ leadership. |  |  |  |
| 10. The school/center's calendar is coordinated with each of the participating high schools/centers and designed to ensure minimal disruption of the school/center's educational program. |  |  |  |

**Comments**

# Part One

## Compliance with Committee Standards for Accreditation

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| 9. Finance and Business Operations | | | |
|---|---|---|---|

| | FA | PA | INS |
|---|---|---|---|
| 1. The financial resources of the school/center are capable of sustaining a sound educational program consistent with its stated philosophy and goals. | | | |
| 2. Fiscal management of the school/center is consistent with its stated philosophy and goals. | | | |
| 3. The instructional staff participates in the development of the annual instructional budget. | | | |
| 4. The instructional staff is informed of the instructional budget to support his/her educational programs. | | | |
| 5. Efficient procedures for the requisitioning of materials and equipment are maintained and exercised. | | | |
| 6. Records of all funds collected and disbursed in connection with any part of the school/center's program are kept in an accurate and systematic form. | | | |
| 7. Funds collected are properly safeguarded. | | | |
| 8. Adequate funds have been appropriated to support the Student Activity program. | | | |
| 9. a. The governing board and the administration exercise control over all financial operations. | | | |
| b. An appropriate system of checks and balances is in place to ensure integrity in the collection and disbursement of all school/center funds. | | | |
| 10. Records of all funds collected and disbursed are audited at appropriate intervals in accordance with local and state requirements. | | | |

**Comments**

# Part One

## Compliance with Committee Standards for Accreditation

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| 10.  School/Center Facilities |
|---|

|  | FA | PA | INS |
|---|---|---|---|
| 1.  The school/center site |  |  |  |
|    a.  supports and enhances all aspects of the educational program |  |  |  |
|    b.  is maintained to ensure a safe, sanitary, and attractive environment to support educational activities |  |  |  |
|    c.  The school/center has an accommodation plan to support the increasing electrical and wiring needs of the network infrastructure and its technological peripherals. |  |  |  |
| 2.  The school/center plant |  |  |  |
|    a.  supports and enhances all aspects of the educational program |  |  |  |
|    b.  is maintained to ensure a safe, sanitary, and attractive environment to support educational activities |  |  |  |
|  |  |  |  |
| 3.  A planned and adequately funded program of building and site management ensures |  |  |  |
|    a.  the replacement of equipment |  |  |  |
|    b.  the maintenance and repair of facilities and equipment |  |  |  |
|    c.  thorough and routine cleaning of the facility |  |  |  |
| 4.  A long range maintenance plan has been developed to protect the financial investment of the site and buildings. |  |  |  |
| 5.  The school/center's plant is effectively and efficiently |  |  |  |
|    a.  ventilated |  |  |  |
|    b.  heated |  |  |  |
|    c.  lighted |  |  |  |
| 6.  The physical plant and facilities meet all applicable federal and state laws and are in compliance with (Proper documentation is on file indicating the school/center's compliance in these areas) |  |  |  |
|    a.  fire regulations |  |  |  |
|    b.  health regulations |  |  |  |
|    c.  safety regulations |  |  |  |
|    d.  and is accessible to persons with disabilities |  |  |  |
| 7.  Sufficient care is given to the cleanliness and orderliness of the |  |  |  |

| | | | |
|---|---|---|---|
| school/center building and grounds to engender staff, students and community pride in the school/center. | | | |

**Comments**

# Part One

## Compliance with Committee Standards for Accreditation

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| 11. School/Center Atmosphere |
|---|

|  | FA | PA | INS |
|---|---|---|---|
| 1. The school/center develops a culture of learning which contributes to effective educational programs. |  |  |  |
| 2. Student morale demonstrates pride in achievement and reflects a school/center unified in spirit. |  |  |  |
| 3. Staff morale demonstrates pride in achievement and reflects a school/center unified in spirit. |  |  |  |
| 4. A safe and secure environment is evident for all students and staff members. |  |  |  |
| 5. The school/center encourages multicultural diversity to provide educational opportunities for its student body. |  |  |  |
| 6. The school/center fosters and encourages activities which involve interaction between students and staff. |  |  |  |
| 7. A system of open communication ensures that all students and staff members are informed and have opportunities for input. |  |  |  |

**Comments**

# Significant Changes

# Substantive Changes

# Part Two

## Statistical Data Sheet

## Focused Visit Report

**Date focused visit report submitted** _____

**School/Center** _____

**Address** _____

**Superintendent/Principal/Director** _____

**Date of decennial evaluation** _____

At the time of the evaluation: school/center enrollment _____ grades included _____

At the present time:          school/center enrollment _____ grades included _____

Total number of recommendations made by the visiting team _____

| Number of Recommendations | | Percentage in Each Category | |
|---|---|---|---|
| 1. Completed | | 1. Completed | % |
| 2. In Progress | | 2. In Progress | % |
| 3. Planned for the Future | | 3. Planned for the Future | % |
| 4. Rejected | | 4. Rejected | % |
| 5. No Action | | 5. No Action | % |

**STATUS OF VISITING TEAM RECOMMENDATIONS**



## Action Items Analysis by Status Category

- Completed
- In Progress
- Future Plans
- Rejected
- No Action
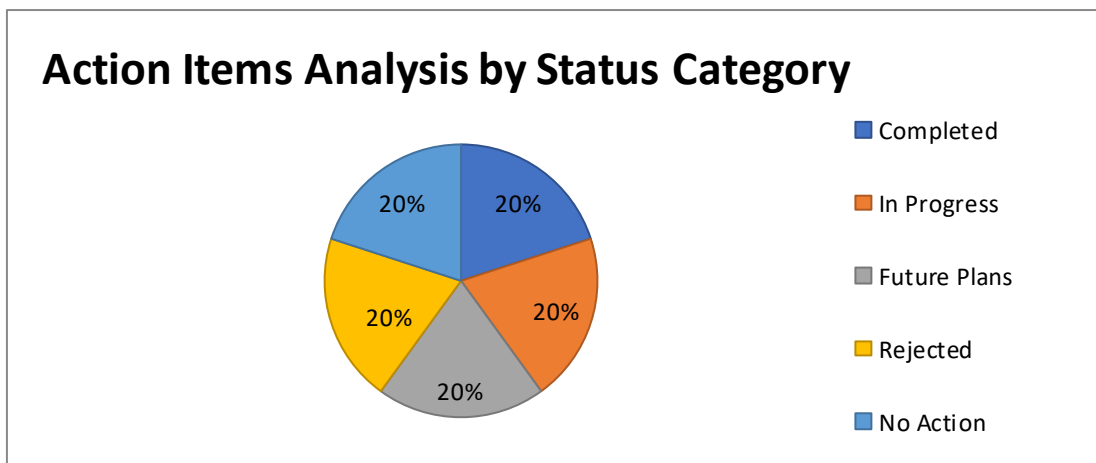
**Action Items Analysis by Status Category**

**EDIT**

| Standard | 1 – Completed | 2 – In Progress | 3 – Future Plans | 4 – Rejected | 5 – No Action | Total per Component |
|---|---|---|---|---|---|---|
| 1. School/Center Philosophy & Goals | 0 | 0 | 0 | 0 | 0 | 0 |
| 2. School/Center and Community Relations | 0 | 0 | 0 | 0 | 0 | 0 |
| 3. Educational Program | 0 | 0 | 0 | 0 | 0 | 0 |
| | 0 | 0 | 0 | 0 | 0 | 0 |
| | 0 | 0 | 0 | 0 | 0 | 0 |
| | 0 | 0 | 0 | 0 | 0 | 0 |
| | 0 | 0 | 0 | 0 | 0 | 0 |
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| | 0 | 0 | 0 | 0 | 0 | 0 |
| | 0 | 0 | 0 | 0 | 0 | 0 |
| | 0 | 0 | 0 | 0 | 0 | 0 |
| 4. Educational Media Services | 0 | 0 | 0 | 0 | 0 | 0 |
| 5. Students Services | 0 | 0 | 0 | 0 | 0 | 0 |
| 6. Students Records | 0 | 0 | 0 | 0 | 0 | 0 |
| 7. School/Center Staff | 0 | 0 | 0 | 0 | 0 | 0 |
| 8. Administration | 0 | 0 | 0 | 0 | 0 | 0 |
| 9. Finance and Business Operations | 0 | 0 | 0 | 0 | 0 | 0 |
| 10. School/Center Facilities | 0 | 0 | 0 | 0 | 0 | 0 |
| 11. School/Center Atmosphere | 0 | 0 | 0 | 0 | 0 | 0 |
| Totals by Category | 0 | 0 | 0 | 0 | 0 | 0 |
| Percentage of Total | % | % | % | % | % | 100.00% |

# Status of Visiting Team Recommendations

Standard/Educational Component:
**School/Center Philosophy and Goals**

| Recommendations | Status | Comments |
|---|---|---|
| 1. | | |
| | | |

# Status of Visiting Team Recommendations

Standard/Educational Component:
**School/Center and Community Relations**

| Recommendations | Status | Comments |
|---|---|---|
| 1. | | |
| | | |

# Status of Visiting Team Recommendations

Standard/Educational Component:
**Educational Program**

| Recommendations | Status | Comments |
|---|---|---|
| 1. | | |
| | | |

## Status of Visiting Team Recommendations

Standard/Educational Component:

| Recommendations | Status | Comments |
|---|---|---|
| 1. | | |
| | | |

# Status of Visiting Team Recommendations

Standard/Educational Component:
**<u>Educational Media Services</u>**

| Recommendations | Status | Comments |
|---|---|---|
| 1. | | |
| | | |

# Status of Visiting Team Recommendations

Standard/Educational Component:
**<u>Student Services</u>**

| Recommendations | Status | Comments |
|---|---|---|
| 1. | | |
| | | |

# Status of Visiting Team Recommendations

Standard/Educational Component:
**Student Records**

| Recommendations | Status | Comments |
|---|---|---|
| 1. | | |
| | | |

# Status of Visiting Team Recommendations

Standard/Educational Component:
**School/Center Staff**

| Recommendations | Status | Comments |
|---|---|---|
| 1. | | |
| | | |

# Status of Visiting Team Recommendations

Standard/Educational Component:
**Administration**

| Recommendations | Status | Comments |
|---|---|---|
| 1. | | |
| | | |

# Status of Visiting Team Recommendations

Standard/Educational Component:
**Finance and Business Operations**

| Recommendations | Status | Comments |
|---|---|---|
| 1. | | |
| | | |

# Status of Visiting Team Recommendations

Standard/Educational Component:
**<u>School/Center Facilities</u>**

| Recommendations | Status | Comments |
|---|---|---|
| 1. | | |
| | | |

# Status of Visiting Team Recommendations

Standard/Educational Component:
**School/Center Atmosphere**

| Recommendations | Status | Comments |
|---|---|---|
| 1. | | |
| | | |

# Part Four

**NOTE**: Please review the recommendations included in the sample notification letter on page 8 of the Focused Visit Guide, as well as the response format on page 17 to complete this section.

<u>**Responses to Committee Recommendations**</u>
<u>**From Notification Letters (Decennial, Two-Year Progress Report, Special Progress Report)**</u>

1.

Response: