

Suggested Calendar for Accreditation Process

Schools should begin the accreditation process at least 18 months to two years before the visit. This suggested calendar is based on a Spring visit. Adjustments will need to be made for Fall visits and to fit specific school contexts.

School Year Prior to Visit

September:

Download Protocol and Data Dashboard. Attend self-study coordinator training. Orientate staff on the purpose and process. Clarify school mission, vision, purpose and expected schoolwide learning results.

October:

Appoint and train all committees. Committees review the Standards and Indicators for their assigned portion of the self-study. Committees respond to Baseline Requirements. Key staff input information into the Data Dashboard.

November:

Share Data Dashboard with relevant committees. Committees determine what additional data is needed to complete the self-study. Committees compile data collection instruments (e.g. parent survey, questions for key staff).

December – May:

Committees gather and analyze data based on HAIS/WASC criteria and standards. They synthesize information/evidence into self-study narrative.

Summer

SSC and Head of School review self-study draft to inform planning for self-study work time during the upcoming school year.

School Year of the Visit

September-October

Review self-study draft. Update sections with data from the end of the fiscal year and the beginning of the new school year. Ensure all standards have been thoroughly addressed in the self-study narrative. Share

self-study with wide range of stakeholders to solicit feedback.

Schedule pre-visit with Chair (optional)

Share draft of Self Study with Chair (optional)

November:

Review progress toward addressing the areas of improvement since the last self-study. Determine areas of improvement moving forward.

Host pre-visit with Chair (optional)

December:

Finalize self-study and submit to WASC, HAIS, and Visiting Committee.

January:

Arrange schedule of visit, housing, etc., in cooperation with Chair of Visiting Committee.
(Optional: can do this during Pre-Visit) Compile evidence files (electronic and/or hardcopy) of reference materials.

February 15- April 15:

Accreditation Visit. After visit, chair will submit final visiting committee report to HAIS and WASC.

Period of 6 months after Visit:

Follow-up Committee (or continued use of schoolwide focus groups) begin work on Future Planning Document, incorporating the Major Challenges, Opportunities, and Needs identified in the self-study and by the Visiting Committee.

April- June:

Meetings of the HAIS and WASC Accrediting Commissions. School notified of action.

6 months after Visit:

Submit Future Planning Document to HAIS.