

REVISIT INSTRUCTIONS

North American Division Commission on Accreditation

When a school receives a **Partial Six-Year Term With a Revisit in Two or Three Years (P6-2 OR P6-3)**, the conference/union office of education will set a date during the appropriate year and designate a committee of two to three individuals to visit the school to conduct the Revisit. The chair of the revisit committee will be the chair of the last full-scale visit, or appointed by North American Division Office of Education.

The **school** is to fill out this report during the designated year for their Revisit and send it to the conference/union office of education three weeks ahead of the Revisit. The school should fill out the sections as specified below.

:

1. **Cover sheet** excluding the Revisit Committee member names
2. **School Profile**
3. Each **Major Recommendation** and the **School's Response** to them. (See sample at that location)
4. Each **Non-major Recommendation** and the school's response to them. (See sample at that location)
5. Provide a copy of the **Action Plans** from the last full-scale evaluation and:
 - a. A listing of all **Action Plan Objectives** and the **School's Response** to the progress made on each objective. (See sample at that location)

The **Revisit Committee** will review the school's report ahead of the visit and the **chairperson** will fill out the following parts on the day of the visiting committee's on-campus visit.

1. Names of the Revisit Committee members
2. The committee's response to the **Major Recommendations** and the **Progress Chart** of how the school has met the major recommendations.
3. The committee's response to the **Non-major Recommendations** and the **Progress Chart** of how the school has met the non-major recommendations.
4. The committee's response to progress made on all **Action Plan Objectives** and the **Progress Chart** for the action plan objectives.
5. The **Justification Statement** based on the options provided according to the terms of accreditation outlined by the North American Division Accrediting Association.

NOTE: *The chair is responsible for sending the full report to the union/NAD office of education.*

Blank Adventist School

of the

Blank Conference

A Revisit Report (9-12) of all Recommendations and Action Plans
From the Full-scale Evaluation done on:

Insert Original Evaluation Date Here

Revisit Team

_____	_____
Chair	Position
_____	_____
Member	Position
_____	_____
Member	Position

Date of Revisit
Insert Date Here

Submitted to the
North American Division Commission on Accreditation
of the
Accrediting Association of Seventh-day Adventist
Schools, Colleges, and Universities, Inc.
Silver Spring, Maryland

TERMS OF ACCREDITATION OPTIONS FOR REVISIT COMMITTEES

The on-site revisit committee may recommend an extension of accreditation for the remainder of the six-year term, another revisit, or probationary status. Annual written progress reports will continue throughout the term.

Justification Statement

(Provide the justification for the new recommendation)

Sample Revisit Committee Recommendation

It is the opinion of the Revisit Committee that _____ School Name _____ has made sufficient progress on the recommendations and action plans from the previous full-scale visiting committee to justifiably grant the remainder of the six-year term until the time of the next full self-study and site visit scheduled for _____ Date _____.

**GENERAL INFORMATION FORM
(Revisit)**

This General Information Form is to be completed and must accompany Interim Review, and Revisits Reports.

A. IDENTIFYING DATA

Name of School _____

Address _____

Conference _____

Superintendent of Schools _____

Principal _____

B. TYPE OF SCHOOL

_____ Boarding Academy _____ Day Academy (9-12) _____ Day Academy (K-12)

_____ Junior Academy _____ Elementary (K-8)

Number of Supporting Constituent Churches _____

Constituent Membership _____

C. ENROLLMENT DATA

Current Student Enrollment _____

Enrollment Last Year _____

D. ADMINISTRATION AND STAFF

Number of Administrative Staff (FTE) _____

Number of Instructional Staff (FTE) _____

Number of Part-time Instructional Staff (Head count) _____

Number of Auxiliary/Classified Staff (Head count) _____

Signature

Date

PROGRESS REPORT ON THE MAJOR RECOMMENDATION
(Sample Revisit Format)

Major Recommendation:

That the administration make an annual report to the board of the progress in implementing the recommendations in the 1999 Visiting Committee Report.

School Response:

The first report was made to the board at the March 2000 meeting. Since then, an annual report has been given to the board as well as periodic updates during the school year.

Visiting Committee response:

Major Recommendation:

School Response:

Visiting Committee response:

Major Recommendation:

School Response:

Visiting Committee response:

Major Recommendation:

School Response:

Visiting Committee response:

NOTE: The Visiting Committee may add additional Major Recommendations if they are needed!

**Progress in Meeting Major Recommendations
From the Full-scale Site Visit to**

Blank Adventist School

Prepared by the **Revisit** Committee
on (Insert Date)

Place an (X) after the number of each recommendation indicating the degree to which it has been completed.

MAJOR RECOMMENDATIONS	Completed	Partially Completed	Not Completed
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
Percentage			

PROGRESS REPORT ON ALL NON-MAJOR RECOMMENDATIONS

(Sample Revisit Format)

Recommendation:

That the administration make an annual report to the board of the progress in implementing the recommendations in the 1999 Visiting Committee Report.

School Response:

The first report was made to the board at the March 2000 meeting. Since then, an annual report has been given to the board as well as periodic updates during the school year.

Visiting Committee Response:

Recommendation:

School Response:

Visiting Committee Response:

Recommendation:

School Response:

Visiting Committee Response:

Recommendation:

School Response:

Visiting Committee Response:

NOTE: The Visiting Committee may add additional recommendations if they are needed!

**Progress in Meeting All Other Recommendations
From the Full-scale Site Visit to**

Blank Adventist School

Prepared by the **Revisit** Committee
on (Insert Date)

Place an (X) after the number of each recommendation indicating the degree to which it has been completed.

DESCRIBE THE REMAINING RECOMMENDATIONS BY STANDARD # OR SUBJECT AREA	Completed	Partially Completed	Not Completed
Percentage			

GOOD SAMPLE SCHOOL IMPROVEMENT ACTION PLAN

See note below

SDA School Standard No(s) 10 The school presents, in its marketing program, a description of the organization, staff, facilities, and unique curriculum.

Objective/Plan: To develop a marketing program that is informative and interesting.

PERSON(S) RESPONSIBLE	ACTION STEPS	DATE/TIMELINE	ESTIMATED RESOURCES
Administration	Designated a PR person who will oversee publications, promotional fliers, and news releases.	Summer, 99	
PR Designee	Keep the constituency informed by sending out regular and consistent updates of events, news items and needs.	Spring, 99 Ongoing	
Administration and Board	Work with the conference administration to invite the principal to pastor’s meetings to interface with them on issues, updates, and concerns that they perceive as they work with the constituency. Also to help lay a foundation for a cooperative effort for _____ Academy.	Spring, 99 Ongoing	
Administration	Obtain conference email list to get out information to pastors, elders, and bulletin secretaries.		
Administration Staff	Work on making the school web page active and current with events, news items and with the ability for readers to offer suggestions to the school.	March, 99	
Administration Staff	Give study to developing a newsletter that is geared to perspective students, the “target market.”		
	<hr/> This is a sample of a good action plan in that the action steps are detailed and lists those responsible and the date when each is to be accomplished.	Fall, 99	

SCHOOL IMPROVEMENT ACTION PLAN

SDA School Standard No(s) _____

Objective/Plan:

PERSON(S) RESPONSIBLE	ACTION STEPS	DATE/ TIMELINE	ESTIMATED RESOURCES

PROGRESS REPORT ACTION PLANS

(Sample Revisit Format)

Action Plan # 1: (Description of Objective)

School Response:

Visiting Committee Response:

Action Plan # 2: (Description of Objective)

School Response:

Visiting Committee Response:

Action Plan # 3: (Description of Objective)

School Response:

Visiting Committee Response:

NOTE: The Visiting Committee may add additional Action Plan recommendations if they are necessary!

**Progress in Meeting Action Plans
From the Full-scale Site Visit to**

Blank Adventist School

Prepared by the **Revisit** Committee
on (Insert Date)

Record the completion date or place an (X) in the appropriate space after each Action Plan indicating where it stands in the completion process.

ACTION PLAN STANDARD # of SUBJECT AREA	Completion Date	On Schedule with Action Plan Projected Completion	Partially Completed	Nothing Completed
Percentage				