**Report of the Interim Review Committee**

for

(Insert name of school)

of the

**(insert name of conference ) Conference of Seventh-day Adventists**

A Progress Report of the Major Recommendations

Made by the Full-scale Visiting Committee on

(Insert date)



Prepared for the

North American Division Commission on Accreditation

of the Accrediting Association of Seventh-day Adventist

Schools, Colleges and Universities, Inc. & Middle States Association of

Colleges and Schools – Commission on Elementary and Secondary Schools

(Insert date of interim visit)

**Report of the Interim Review Committee**

to

**(Insert name of school)**

(Insert date of interim visit)

**Interim Review Committee Recommendation**

It is the opinion of the Interim Review Committee that (Insert name of school) has made sufficient progress on the Major Recommendations and Action Plans contained in the previous full-scale Visiting Committee report of (Insert date) and that the full six-year term of accreditation can justifiably be maintained until the time of the next full-scale evaluation and school site visit scheduled for (Insert school year of next scheduled full visit).

**INTERIM VISITING COMMITTEE:**

Chair Employer

Committee Member Employer

Committee Member Employer

Committee Member Employer

Commission on Accreditation



NORTH AMERICAN DIVISION

|  |
| --- |
|  |

**SCHOOL PROFILE SUMMARY REPORT**

SCHOOL IDENTIFICATION:

School Name**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  School ID: **\_\_\_\_\_\_\_\_\_\_**

Address: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Conference: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** Union Conference: **Columbia**

Principal: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** E-Mail: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

School Type: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_** No. of Constituent Churches: **\_\_\_\_\_** Membership: **\_\_\_\_\_\_\_**

ENROLLMENT DATA: *(Current School Year)*

Percentage of Current Students from Adventist Homes: **\_\_\_\_%**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Opening Enrollment History and Projected Enrollment Total for ALL Grades | | | | | |
| 3 Years Ago | 2 Years Ago | 1 Year Ago | Current Year | Next Year | In 2 Years |
|  |  |  |  |  |  |

PERSONNEL DATA: *(Current School Year)*

Number of Total Staff (FTE): Administrative: **\_\_\_\_** Certificated Instructional: **\_\_\_**

Number of Certificated Instructional (FTE) K-10: **\_\_**

Number of Staff (Head Count) Part-time: **\_\_** Classified/Support Staff: **\_\_\_**

FINANCIAL DATA: *(Last Fiscal Year)*

Total Operating Expense (Last Fiscal Year): **\_\_\_\_\_\_\_\_\_\_\_\_** Actual Increase (Decrease**)**: **\_\_\_\_\_\_\_\_\_\_\_**

Total Tuition/Fees Income (as % all income): \_\_\_\_\_\_\_\_\_\_\_\_ Operating Expense per Student: **\_\_\_\_\_\_\_\_\_**

ACCREDITATION DATA:

Date of Prior Full Evaluation Visit: \_\_\_\_\_\_\_\_\_\_\_ Term Granted: **\_\_\_\_\_\_\_\_\_\_\_\_**

Date of Any Additional Visits: \_\_\_\_\_\_\_\_\_Type of Visit: **\_\_\_\_\_\_\_\_\_\_\_\_\_**

SIGNATURE:

Completed By: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** Date: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Progress in Meeting Major Recommendations**

**From the Full-scale Site Visit on (Insert date)**

**to**

**(Insert name of school)**

Prepared by the Interim Review Visiting Committee

(Insert date of interim visit)

An (X) after the number of each recommendation indicates the degree to which it has been completed.

|  |  |  |  |
| --- | --- | --- | --- |
| **Major**  **Recommendations** | **Completed** | **Partially**  **Completed** | **Not**  **Addressed** |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |
| 6 |  |  |  |
| 7 |  |  |  |
| 8 |  |  |  |
| 9 |  |  |  |
| 10 |  |  |  |
| 11 |  |  |  |
| 12 |  |  |  |
| **Percentage** |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **School-wide**  **Action Plans** | **Completed** | **Partially**  **Completed** | **Not**  **Addressed** |
|  |  |  |  |
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|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Percentage** |  |  |  |

**XXXXXX Seventh-day Adventist School**

**INTERIM PROGRESS REPORT** **201\_**

**Major Recommendations**

**Example**

**Major Recommendation # 1**

Board and administration post the mission statement in a prominent location near the school entrance and post it on the school website. (Observation)

**School Response: *Completed on 08/04/2014***

* *The school mission statement is posted on the bulletin board in the school lobby. It has also been added to the school website in accordance with the Visiting Committee’s recommendation.*

***Interim Committee Observation completed***

*The Interim Review Committee observed that the mission statement was posted on the bulletin board and website but not in a prominent place at either location****. The committee recommends that they both be placed in a more prominent place at the entrance of the building and on the website.***

**Major Recommendation # 2**

**School Response:**

***Interim Committee Observation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

**Major Recommendation #3**

**School Response:**

***Interim Committee Observation \_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_***

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**Major Recommendation #4**

**School Response:**

***Interim Committee Observation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

**Major Recommendation #5**

**School Response:**

***Interim Committee Observation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

**Major Recommendation #6**

**School Response:**

***Interim Committee Observation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***.***

**(Insert name of school)**

**INTERIM PROGRESS REPORT 201\_**

**school-wide action plans**

**Example**

**Action Plan #1: Curriculum & Instruction**

**Objective:** To develop and grow a Pre-Kindergarten program to meet the needs of the constituency.

* **School Response:** *Steadily increasing enrollment in the Pre-Kindergarten program, leading to the demand for a daycare in the near future.*

***Interim Committee Observation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

**ACTION PLAN #2:**

**Objective:**

**School Response:**

***Interim Committee Observation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

**ACTION PLAN #3:**

**Objective:**

**School Response:**

***Interim Committee Observation \_\_\_\_\_\_\_\_-\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

**ACTION PLAN #4:**

**Objective:**

**School Response:**

***Interim Committee Observation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***