**Report of the Mid-cycle Review Team**

for

(Insert name of school)

of the

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

A progress report of the

recommendations and strategic plans

made by the Full-scale Visiting Team 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 mid-cycle visit)

**Report of the Mid-cycle Review Team**

to

**(Insert name of school)**

(Insert date of mid-cycle visit)

**Mid-Cycle Review Team Recommendation**

It is the opinion of the Mid-cycle Review Team that (Insert name of school) has made sufficient progress on the Recommendations and Strategic Plan contained in the previous full-scale Visiting Accreditation Team report of (Insert date) and that the recommended term of accreditation can justifiably be maintained until the time of the next full school accreditation visit scheduled for (Insert school year of next scheduled full visit).

**Visiting Mid-Cycle Review Team**

|  |  |
| --- | --- |
| Chair | Employer |
| Team member | Employer |
| Team member | Employer |
| Team 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: \_\_\_\_\_\_\_\_\_\_\_ Status Granted: **\_\_\_\_\_\_\_\_\_\_\_\_**

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

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

**Progress in Meeting Recommendations**

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

**to**

**(Insert name of school)**

Prepared by the Mid-cycle Review Visiting Team

(Insert date of Mid-cycle visit)

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

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Strategic Plan Goals or Objectives** | **Completed** | **Partially Completed** | **Not Addressed** |
|  |  |  |  |
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|  |  |  |  |
| **Percentage** |  |  |  |

**XXXXXX Seventh-day Adventist School**

**Mid-cycle Progress Report** **202\_**

**Recommendations**

**Example**

**Recommendation**

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 Team’s recommendation.*

***Interim Team Observation Completed***

*The Mid-cycle Review Team 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.***

**Recommendation #1**

**School Response:**

***Mid Cycle Team Response:***

**Recommendation #2**

**School Response:**

***Mid Cycle Team Response:***

**Recommendation #3**

**School Response:**

***Mid Cycle Team Response:***

**Recommendation #4**

**School Response:**

***Mid Cycle Team Response:***

**Recommendation #5**

**School Response:**

***Mid Cycle Team Response:***

**Recommendation #6**

**School Response:**

***Mid Cycle Team Response:***

**Recommendation #7**

**School Response:**

***Mid Cycle Team Response:***

**Recommendation #8**

**School Response:**

***Mid Cycle Team Response:***

**Recommendation #9**

**School Response:**

***Mid Cycle Team Response:***

**Recommendation #10**

**School Response:**

***Mid-cycle Team Response \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***Mid Cycle Team Response:***

**(Insert name of school)**

***Mid-Cycle* Progress Report 202\_**

**Strategic Plan Objectives**

**Example**

**Plan: 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.*

***Mid Cycle Team Response: Completed and ongoing***

**Objective #1**

**School Response:**

***Mid Cycle Team Response:***

**Objective 2**

**School Response:**

***Mid Cycle Team Response:***

**Objective#3**

**School Response:**

***Mid Cycle Team Response:***

**Objective #4**

**School Response:**

***Mid Cycle Team Response:***

**Objective #5**

**School Response:**

***Mid Cycle Team Response:***

**Objective #6**

**School Response:**

***Mid Cycle Team Response:***