**Columbia Union Conference**

**SENIOR ACADEMY ANNUAL PROGRESS REPORT**

**2024-2025**

submitted to the

 Columbia Union Conference Office of Education

For all schools accredited

by the Accrediting Association of Seventh-day Adventist Schools (AAA)

and those co-accredited by

Middle States Association – Commissions on Elementary and Secondary Schools (MSA-CESS)



*Submitted by:*

|  |  |  |
| --- | --- | --- |
|  |  |  |
| School |  | Principal |
|  |  |  |
| Date |  | Administrator Completing Report |

**PREFACE**

This annual report is to be used by all Adventist schools offering secondary education in the Columbia Union Conference and is to be submitted to the Columbia Union Office of Education.

**PURPOSE**

This **Annual Progress Report** fosters ongoing school improvement by holding schools accountable for meeting the standards while at the same time complying with the requirements set forth by the North American Division Commission on Accreditation. It is organized around school-wide standards, which are essential for quality educational programs. This report holds schools responsible for the progress made in the implementation phase of all school improvement strategic plans. In addition, this report facilitates a review of the secondary curriculum.

**PROCEDURES**

Specific instructions for each section of the annual report are attached as a separate document. The following are general instructions:

1. The report shall be completed by the school principal and submitted **on February 3rd.** directly to the Columbia Union Office of Education (CUOE) to jmessenger@columbiaunion.net
2. The CUOE will report deviations from standards to the Columbia Union Board of Education (CUBOE).
3. Upon notification of the CUOE’s findings and voted CUBOE status, the principal shall present this response to the school board.

Commission on Accreditation

NORTH AMERICAN DIVISION

**SCHOOL PROFILE SUMMARY REPORT**

**SCHOOL IDENTIFICATION:**

 School Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School ID \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Conference \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­\_\_\_\_\_\_\_\_\_\_ Superintendent \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 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-12 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 9-12 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Number of staff (head count): Full-time \_\_\_\_\_\_\_\_ Part-time \_\_\_\_\_\_\_\_ Classified/Support Staff \_\_\_\_\_\_\_\_

**FINANCIAL DATA: *(Last fiscal year)***

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

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

**ACCREDITATION DATA:**

 Date of prior full evaluation visit \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Term granted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Date of any additional visits \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Type of visit \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_

Completed by:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name Title Date

**TABLE E: PROGRESS REPORT FOR SCHOOL IMPROVEMENT STRATEGIC PLAN**

School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of last evaluation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Strategic Plan – Goal Statement** | **Major Implementation Activities** | **Results of Efforts** | **Barriers to Fulfillment** | **Current Status** |
|  |  |  |  | Date Goal Set:* In progress
* Completed
* New plan
 |
|  |  |  |  | Date Goal Set:* In progress
* Completed
* New plan
 |
|  |  |  |  | Date Goal Set:* In progress
* Completed
* New plan
 |

**Table F – PROGRESS REPORT Recommendations from Accreditation Visit**

|  |  |
| --- | --- |
| **Recommendation** | **School Response** |
| Recommendation # \_\_\_\_\_ |  |
| Recommendation # \_\_\_\_\_ |  |
| Recommendation # \_\_\_\_\_ |  |

**TABLE B Personnel Assignments & Course Information**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Staff** | **Employment** | **Degree** | **Certification** | **Classes Taught** | **Endor.** | **Credit** | **Class Enroll** | **Per Week** | **Approved course Outline** | **Approved** **NAD** **Textbooks** |
| **State** | **Denom.** | **Periods** | **Minutes** |
| **Name:** |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **Other Assignments:** |  | **Employment Status:** |  |  |  |  |  |  |  |  |  |
| **Instructional Evaluation:** |  |  |  |  |  |  |  |  |  |
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| **Name:** |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **Other Assignments:** |  | **Employment Status:** |  |  |  |  |  |  |  |  |  |
| **Instructional Evaluation:** |  |  |  |  |  |  |  |  |  |
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**TEXTBOOK AUDIT**

**Complete all information for every textbook used.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Grade** | **Subject** | **Text and Publisher** | **Copyright** | **Current Textbook** |
| **Yes** | **No** |
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If there are any textbooks listed above that are not within the NAD guideline of five years from the copyright date, explain. Include in your explanation the school’s plan for ongoing textbookreplacement.

Comment: