Supporting Your School Through Accreditation

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Associate Directors for Evaluation and Accreditation
June 2017
Why Accreditation?
Why Me?
Time Allocation

Writing the Self-Study (18 months)

The Actual Visit (4 days)
# The Preliminary Visit

## Suggested Preliminary Visit Schedule

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
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</thead>
<tbody>
<tr>
<td>8:00 – 9:30 AM</td>
<td>Facility tour with steering committee chair(s) and review of visit logistics (scheduling, hotel, food, workroom, etc.).</td>
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<tr>
<td>9:30 – 10:30 AM</td>
<td>Review of baseline criteria, safety and self study process with school leadership.</td>
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<tr>
<td>10:45 – 12:00 PM</td>
<td>Review of Verification Statement and Governance criteria with Head of School and Board Chair.</td>
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<tr>
<td>12:00 – 12:30 PM</td>
<td>Lunch</td>
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<tr>
<td>12:30 – 1:30 PM</td>
<td>Review Financial Sustainability criteria and financial documents with Business Manager.</td>
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<tr>
<td>1:30 – 2:30 PM</td>
<td>Meet with Head of School for discussion of his/her goals for the visit and the accreditation process.</td>
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Supporting the Visiting Committee Chair

- Communications
- Scheduling Meetings
- Editing Report
- Committee Members
NYSAIS Manual for Evaluation and Accreditation (Version 4.0)

- Emphasis on Analysis and Strategic Thinking
- Organization of Chapters
- Teaching and Learning
- Access to Data (DASL)
A Narrative Approach - Telling the School’s Story

Sample Questions - Mission and Culture:

• How does the school’s mission inform its academic, athletic, extracurricular and co-curricular programs, and culture?

• Provide two or three examples of how the school’s mission has informed major decisions since the last self-study.

• Select ten pictures or five 30-second videos that richly convey the culture of the school and submit them with an explanation of how these particular samples were created and why they were chosen and upload them to the site created for your school’s accreditation.
Your School Culture in Pictures
School's Supplementary Materials

This is the section where schools upload relevant digital supplementary materials. Additional materials may be shared with committee members onsite in hard copy format.

Confidential materials listed on page 12 of the manual should be sent directly to the chair and financial officer of the committee six weeks before the visit and not uploaded here.

A - Section One: Mission and Culture

- Non-Discrimination Statement.docx
  - View
  - Mar 16, 2016, 7:22 AM
  - Daniel Denver

B - Section Two: Governance

- Board Evaluations
  - View
  - Mar 15, 2016, 7:43 AM
  - Daniel Denver
- Board of Trustees Succession Plan.pdf
  - View
  - Mar 15, 2016, 7:43 AM
  - Daniel Denver
- Board Self-Evaluation 2015-2016.pdf
  - View
  - Mar 15, 2016, 7:43 AM
  - Daniel Denver
- Certificate of Incorporation.pdf
  - View
  - Mar 15, 2016, 7:43 AM
  - Daniel Denver
## Supplementary Materials

### Five
- Faculty, Administrator and/or non-teaching personnel surveys
- Sample faculty and staff member employment contract or letter of agreement with the school setting forth the terms of employment
- Sample faculty, administration and non-teaching assessment or evaluation tools and related documents
- Short-term and long-term capital expenditure plan
- Facilities Master Plan (if applicable)
- Schedule for systematic maintenance of facilities and equipment
- Report of the latest systematic review of safety issues and practices
- Emergency preparedness plan(s)
- Documents to show that facilities and personnel meet applicable local and state public safety and health regulations
- Sample forms used to maintain permanent records of current and former employees

### Include Within the Self Study Document
- DASL Accreditation Report #5: “Personnel—Demographics (Overview)"
- DASL Accreditation Report #6: “Personnel—Demographics (Faculty)"
- DASL Accreditation Report #7: “Personnel—Demographics (Faculty by Experience)"
- DASL Accreditation Report #8: “Personnel—Faculty Hiring and Retention”
The Committee Visit

- Supporting the Head and Steering Committee Chair
- Communication
- Accommodation
- Transportation
- Reception
- Committee Work Room
- Follow-up