

Helpful Hints with Final Report

Note: pp. 48-55 of Visitation Manual

1. Introduction

Be sure to include progress made on recommendations of previous Visit.

2. Area Sections

Commendations and Recommendations should refer specifically to section at hand.
Items relating to standards should not be placed here.

3. Recommendations to Standards

List standards in order and relate recommendation to a specific standard

Be sure to indicate with appropriate wording if the recommendation is referring to a “**deficiency**” because the standard is not evident.

If the standard is present, but needs improvement, indicate with proper wording that this is a recommendation for improvement, enhancement, etc..

4. Evaluation and Summary

At end, indicate that written Report will be sent to FCC Accreditation Committee for review and granting of Accreditation Status. Team does not grant accreditation; it can only prepare report and submit to Accreditation Committee.

5. Certificate

Remember that **#2 Performance and Progress Report** is not part of a first Self-Study using the School Improvement Process. This should be marked **N/A**.

For **#8 Standards** indicate those standards which are not being met and thus indicate a deficiency. Also, indicate that other recommendations may be found in body of report.

6. Submission of Report

Within 3-4 weeks, the Chairperson sends copies to Team Members and to James Herzog, Accreditation Program Manager. **The Chairperson does not give any part of the report to the school being visited. Mr. Herzog will send copies to the Accreditation Committee and, after their review, will send a copy to the school being visited.**

Note: Chairpersons, with the exception of Accreditation Committee members, are asked to send a preliminary copy of their visitation report to their own local Accreditation Committee member. The local Accreditation Committee member will proofread/review the report before it is sent on to the FCC. This will help to alleviate any needed revisions, corrections, or omissions before the final report is submitted to James Herzog, Accreditation Program Manager.