

## ACIS SEVEN-YEAR EVALUATION CYCLE

The ACIS evaluation/accreditation program includes the following components in a seven-year cycle:

- Year 1:** In the year prior to the Self-Study, the school undertakes several preliminary activities to provide some of the foundation work for the Self-Study:
- Review, revision, re-affirmation of school mission, philosophy and goals
  - Review and revision of the school's curriculum guide
  - Survey of constituents: parents, faculty, board, staff, alumni
  - Board & faculty accreditation orientation by ACIS (possibly in Year Two)
- Year 2:** In the year of Self-Study, the school undergoes a comprehensive self-examination, identifying its strengths, challenges and areas for further study. A board self-evaluation must also be completed within two years of the evaluation visit.
- Year 3:** The school hosts an ACIS evaluation team chaired by an ACIS member Head of School, or an experienced ACIS school administrator, and composed of teachers and administrators competent to assess the various aspects of the school.
- Year 4:** In the year after the evaluation visit, the administration, faculty, and trustees of the school prepare a First Year Response to each of the Visiting Team's recommendations. That report also addresses any concerns or issues outlined in the Summary Letter of the Standards for Membership Committee. The First Year Response is reviewed by the Standards for Membership Committee and acted upon by the ACIS Board of Directors.
- Year 5:** No additional reports are required in this year, unless stipulated by the Standards for Membership Committee in its First Year Response letter.
- Year 6:** In the third year after the evaluation visit, the school submits to ACIS its Third Year Response, which reports on progress made with implementing the recommendations not completed at the time of the First Year Response. That report should also address any concerns or issues outlined by the Standards for Membership Committee in its First Year Response letter.
- Year 7:** No additional reports are required in this year, unless stipulated by the Standards for Membership Committee in its Third Year Response letter.