

INTERIM REVIEW VISIT

North American Division
Commission on Accreditation

USED FOR INTERIM REVIEW VISIT ONLY

If an on-site visit is scheduled, this report is to be completed and sent to the union office of education. On the approved date a member of the union office of education staff and one or two other individuals will visit the academy to conduct the interim review visit.

The school's report is to include:

1. A cover sheet (a sample is attached)
2. The Recommendation of Interim Review Committee members to the NAD Commission on Accreditation with the names of the Interim Review Committee.
3. The completed table showing the progress made on the Major Recommendations of the previous Visiting Committee.
4. The General Information Form
5. A list of the **Major Recommendations** of the last full-scale evaluation with the **School's Response** as to how the recommendation has been resolved. A sample format is included.
6. A list of **Action Plans** of the last full-scale evaluation with the **School's Response** as to the progress made on each. If the plan has been completed, indicate the date of completion. Briefly describe the work accomplished and/or the outcomes of the completed Action Plan. A sample is included.

Blank Adventist Academy

of the

Blank Conference

A Progress Report of Major Recommendations
Made by the Full-scale Visiting Committee on

Insert Date Here

Prepared for the
North American Division
Commission on Accreditation
of the
Accrediting Association of Seventh-day Adventist
Schools, Colleges, and Universities, Inc.

Date of Visit
Insert Date Here

Report
of the
Interim Review Committee
for
Blank Adventist Academy

Insert Date of Visit Here

Interim Review Committee Recommendation

It is the opinion of the Interim Review Committee that Blank Adventist Academy has made sufficient progress on the major recommendations of the previous full-scale visiting committee, that the seven-year term of accreditation can justifiably be maintained until the time of the next full self-study and site visit scheduled for the spring of (insert year).

Interim Review Visiting Committee:

Name of Chair Position/Title

Name of Committee Member Position/Title

Name of Chair Position/Title

Submitted to the
North American Division Commission on Accreditation
of the Accrediting Association of Seventh-day Adventist Schools,
Colleges and Universities, Inc.
Silver Spring, Maryland

GENERAL INFORMATION FORM

North American Division Commission on Accreditation

This General Information Form is to be completed and must accompany Progress Reports and Interim Review and Revisit Reports.

A. IDENTIFYING DATA

Name of School _____

Address _____

Conference _____

Principal _____

B. TYPE OF SCHOOL

Boarding Academy Day Academy (9-12) Day Academy (K-12)

Number of Supporting Constituent Churches _____

Constituent Membership _____

C. ENROLLMENT DATA

Current Student Enrollment (9-12) _____

Enrollment Last Year (9-12) _____

D. ADMINISTRATION AND STAFF

Number of Administrative Staff (FTE) _____

Number of Instructional Staff (FTE) _____

Number of Part-time Instructional Staff (Head count) _____

Number of Auxiliary/Classified Staff (Head count) _____

E. DATE OF LAST EVALUATION

Full-scale _____ Revisit _____ Interim _____

Signature

Date

**Progress in Meeting Major Recommendations
From the Full-scale Site Visit on (Insert Date) to**

Blank Adventist Academy

Prepared by the Interim Review Visiting Committee
on (Insert Date)

Place an (X) after the number of each recommendation indicating the degree to which it has been completed.

Major Recommendation	Completed	Partially Completed	Not Completed
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
Percentage			

PROGRESS REPORT (Sample Format)

Major Recommendation # 1

That the administration make an annual report to the board in the progress in implementing the recommendations in the 1994 Visiting Committee Report.

School Response:

The first report was made to the board at the March 1995 meeting. Since then, an annual report has been given to the board as well as periodic updates during the school year.

Interim Committee Response:

Minutes of the board meetings indicate that this recommendation has been implemented on a yearly basis.

Major Recommendation:

School Response:

Major Recommendation:

School Response:

Major Recommendation:

School Response:

PROGRESS REPORT - ACTION PLANS

Sample Format

School Standard No. 28 - (Implement block schedule in program)

School Response:

Teachers took part in developing new schedule. In-service was conducted to help teachers utilize longer periods to best advantage. New schedule was implemented in the 2000-2001 school year.

Action Plan No. 1 - (Rebuild Girl's Dorm)

School Response:

The architect's plans have been completed and approved by the board. Contracts have been signed and work has begun. Present progress indicates that the building will be completed by _____.

Action Plan No. ____ (Synopsis of Action Plan)

School Response:

Action Plan No. ____ (Synopsis of Action Plan)

School Response:

Action Plan No. ____ (Synopsis of Action Plan)

School Response:

Action Plan No. ____ (Synopsis of Action Plan)

School Response: