

Commission on Public Elementary & Middle Schools

Five-Year Progress Report

Directions

The Commission requires accredited schools to submit a **Five-Year Progress Report**, which is designed to inform the Commission in detail the progress the school has made since the accreditation visit and explain how it accomplished its work. The preparation of the **Five-Year Progress Report** should be a collaborative effort among faculty, administration and parents.

The Commission has prepared guidelines for the preparation of the Five-Year Progress Report and requests that the suggested format be followed.

If there is a need for assistance in the preparation of the report, please contact the Commission office at 781-271-0022 (X5424), or by e-mail to dflynn@neasc.org.

STEP 1 Set up a three-columned format (refer to FYPR template), listing in the left hand column **each** of the recommendations of the visiting committee in the same sequence and section in which they appeared in the Visiting Committee Report.

STEP 2 In the second column, identify the status of the individual recommendations according to the rubrics noted below. In the third column, please provide the explanation for the chosen "status" according to the guidelines below. Please note that the Commission **requires** the establishment of status identification and an explanation of that status for **each** recommendation.

If the school completed the recommendation at the time of submitting the Two-Year Progress Report, it need not create a new response. The school may, if it wishes, expand on the response created for the Two-Year Progress Report, or it may leave it as is.

STEP 3 Once the committee has completed the Report on the Status of the Recommendations, it should prepare the Summary Sheet and the narrative Summary Sheet and use as the cover sheets for the report.

STEP 4 Gather the various parts of the report: Summary Sheets; the Status of the Recommendations Report; appropriate appendices and backup of your choosing. Ensure that the appropriate signatures have been included.

Forward the packet of information to:

David L. Flynn, Director
Commission on Public Elementary and Middle Schools
New England Association of Schools and Colleges
209 Burlington Road
Suite 201
Bedford, MA 01730

Plus an electronic copy to:

cdonoghue@neasc.org

RUBRIC GUIDELINES

Completed – The recommendation has been implemented fully in accordance with the visiting committee’s original intention. *Please explain and include evidence where appropriate.*

In Progress – Steps have been taken to implement the recommendation or the recommendation is partially completed with more work yet to come. *Please explain what has been done. (The nature of the recommendation may require its being continually “in progress.”)*

Planned – Work on the recommendation has not gone further than the planning stages, but it is expected that it will be addressed in the very near future. If appropriate, *please include some of the plan, the prognosis, the timetable and the anticipated outcomes.*

No Action – The recommendation is valid but has not yet been addressed.

Rejected – The spirit of the original recommendation is no longer valid, acceptable or appropriate. The use of this “status” must not be used without detailed justification. In addition, if a recommendation is rejected, the school must explain what alternatives have been implemented to ensure that the spirit of the recommendations have been addressed.