

# Commission on Public Elementary & Middle Schools

## Two-Year Progress Report

### Directions

The Commission requires accredited schools to submit a **Two-Year Progress Report**, which is designed to inform the Commission of the progress the school has made since the accreditation visit. First, the school shall report in detail the status of the work begun or completed on those **highlighted recommendations** identified in the Commission's notification letter which was forwarded to the school following the decision on accreditation or re-accreditation. Second, the school presents an explanation of the current status of each individual recommendation found in the Visiting Committee's report. In this section of the Two-Year Progress Report, the school identifies the recommendation, assigns it a progress status (completed, in progress, planned for the future, etc.) and then, in narrative form, explains what has been done up to that point to meet the intent of the recommendation. The preparation of the **Two-Year Progress Report** should be a collaborative effort among faculty, administration and parents. The Commission anticipates that the school has begun work on a number of the recommendations but, at this time, does not expect that all the work has been addressed.

The Commission has prepared guidelines for the preparation of the Two-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](mailto:dflynn@neasc.org).

- STEP 1** Prepare a detailed report on each of the **highlighted** recommendations to indicate the current status, the work done to achieve that status and any remaining plans for the future.
- STEP 2** Set up a three-columned format (refer to TYPR template), listing in the left hand column, first the highlighted recommendations from the notification letter followed by the remaining recommendations of the Visiting Committee Report. Please keep the remaining recommendations in the same sequence and section in which they appeared in the Visiting Committee Report.
- STEP 3** 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, at this time, an explanation of what has been done for **each** recommendation.
- STEP 4** Once the committee has completed the Report on the Status of the Recommendations, it should prepare the Summary Sheet and use it as the cover sheet for the report.
- STEP 5** Gather the various parts of the report: 1 Summary Sheet; 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](mailto: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.