



Style Sheet

ISACS Visiting Team Members

General Guidelines

- Do not indent paragraphs
- Space between paragraphs
- Space between section heading and paragraph, between end of paragraph and next heading
- No space between numbered items

“General Appraisal” Section

Audience - ISACS Accreditation Review Committee, school community members

Purpose – to provide essential information about this program area of the school

Contains – a few paragraphs

- Describe the program as it currently operates
- Describe the extent to which it:
 - functions effectively
 - manifests the stated mission of the school
- Include information that supports the Commendations and Recommendations

“Commendations” Section

Audience – ISACS Accreditation Review Committee, school community members

Purpose – a numbered list of up to 4-5 items noting exemplary aspects of the program

Things to keep in mind

- Avoid references to specific individuals
- Begin the section with a lead-in clause (provided in template) followed by numbered items
- Begin each numbered item with a noun

“Recommendations” Section

Audience – ISACS Accreditation Review Committee, school community members

Purpose – a numbered list of up to 4-5 items that address areas for improvement

Things to keep in mind

- Avoid references to specific individuals
- Begin the section with a lead-in clause (provided in template) followed by numbered items
- Begin each numbered item with a verb
- Use action verbs (create, design, etc.) and avoid equivocal verbs (explore, consider, continue, etc.)
- Limit each recommendation to one sentence per item
- State the desired outcome that meets the recommendation

“Major Commendations and Recommendations” section

Audience – ISACS Accreditation Review Committee, school community members

- Recommendation itself should be one sentence in length
- If necessary to include rationale for recommendation, ***highlight the one-sentence action step in boldface and italics***