

Appendix G:

Checklist of Items To Make Available During ISACS Visit

Please ensure the following items are available to the Visiting Team at the time of their visit:

- ☐ School statements of mission, philosophy, goals and objectives, with date of most recent revision and evidence of most recent board approval.
- ☐ Confirmation of school's compliance with all ISACS Standards for Membership.
- ☐ Confirmation of school's compliance with all state guidelines/laws for recognition as a school in the school's home state.
- ☐ Admissions statement on admissions policies and procedures, including all references to financial aid.
- ☐ Official school statement on nondiscriminatory admissions and employment practices. Provide date of formal board approval of ISACS Principles of Good Practice in Admissions and Employment ([Appendix B](#)).
- ☐ Copies of parent, student, and employee handbooks.
- ☐ School's official admissions and financial aid packet, including official documents and catalog statements to parents regarding their financial obligations upon enrolling a child in the school. Also include an enrollment contract.
- ☐ Summary of the recent three years' school statistics (including the current year, if available) on board membership, enrollment, development, finance, faculty salary averages, etc. ([Appendix K](#), the School Profile Form).
- ☐ Faculty/administrative summary that lists each faculty and administration member, indicating colleges and degrees, major fields of study, course load, student load, number of preparations, administrative responsibilities, extracurricular responsibilities, years of teaching experience, years with the school, professional memberships/affiliations, and professional development activities over the last three years.
- ☐ Map of campus showing classroom and office locations.
- ☐ Job descriptions for all administrative positions in the school.
- ☐ Copy of the school's academic profile, with graduation requirements.
- ☐ Copy of the daily schedule and the yearly calendar.
- ☐ Agendas of the last three board and faculty meetings.
- ☐ Copy of the school's IRS 501(c)(3) letter or its equivalent.
- ☐ Sample faculty hiring letter/contract, summary of employee benefits, and school policies or statements on faculty professional growth and development.
- ☐ Faculty evaluation procedures/instrument.
- ☐ Curriculum guide/syllabus for each class or course offered ([Appendix E](#)).
- ☐ Sample student report forms and permanent records.
- ☐ Wall chart, showing the names and pictures of all administrators and faculty and their schedules, with space to indicate which administrators and faculty the team has visited during the four days.
- ☐ Copy of the by-laws of the school.
- ☐ Copy of recent board minutes (last three meetings).
- ☐ Alumni office publications, student publications, etc.
- ☐ Copy of the trustee directory, designating officers and current parents.

- ☐ Current year's operating budget.
- ☐ Prior fiscal year's certified financial audit (mail/email a photocopy with the self-study to ISACS).
- ☐ Photocopy of most recent long-range (strategic) plan for the school, with dates of adoption and revisions.
- ☐ Documentation that facilities and personnel conform to local and state public safety and health regulations.
- ☐ Board/school policies for federally mandated matters (Family Leave Act, ADA, Sexual Harassment, blood-borne pathogens, EPA requirements for asbestos, lead, radon, etc.).
- ☐ Tabulated report of school constituent survey.
- ☐ Report on alumni (summary of test results, school/college placements, record of achievement at next level of schooling, etc.).

Supplying the meeting rooms for the Visiting Team (school and hotel):

- ☐ Technology supplies including a printer and other tools to support the efficient operation of the visiting team while at the school. This can be discussed between the school and the visiting team leader.
- ☐ Projection capabilities.
- ☐ Office supplies: pens, legal pads, magic markers, stapler, file folders.
- ☐ Easel and flip chart paper.
- ☐ Power strips for multiple laptops of visiting team members.
- ☐ Coffee, soft drinks, fruit, and snacks.