

## SUPPLEMENTARY MATERIALS INVENTORY

**These materials should be sent to the entire Visiting Committee:**

1. Print copy of self-study
2. Electronic version of self-study (email, compact disc, or USB drive)
3. Head of School's confidential letter to visiting committee members
4. School catalog or descriptive brochure
5. Alphabetical Faculty/Staff Overview Form
6. Daily program schedule including teacher assignments to facilitate planning visits to classes and interviews
7. A map of campus and interior layout of classroom, office, and residential buildings

**Along with the electronic version of the self-study and above-listed items, these materials should be sent to the Chair of the Visiting Committee (one copy) and the Director of the Commission (two copies). If emailing self-study, please send to [cis@neasc.org](mailto:cis@neasc.org) for the Director:**

1. The current operating budget and most recent year-to-date report
2. The operating statement for the most recently completed year: compare budgeted figures and actual experience
3. A review or opinion level audit or approved alternative, e.g., Diocesan Report on School Finances
4. Salary tables for full-time teaching faculty: high, low, median for current year and five years ago
5. Salary schedule or policy for faculty teaching part-time
6. List of benefits and percentage of cost/premiums paid by school

**These materials should be gathered and arranged for easy access in the visiting committee's workroom:**

1. Indicator check lists for all Standards
2. Parent, Faculty, and Student Questionnaires, together with compilation and summary of findings
3. Staff Information Sheets for each faculty member and administrator
4. Forms used in evaluation of professional staff
5. A description of the curriculum in a form appropriate to the school
6. Written bylaws describing school's governance structure
7. Admissions and recruiting materials, including brochures and catalogs
8. Information regarding financial responsibilities which is given to parents prior to enrollment
9. All current planning documents (see Components of Multi-Year Plan)
10. Student, faculty, parent handbooks
11. Calendar for the school year
12. Sample copies of publications
13. Sample copies of forms used to collect or record information about students
14. Sample copies of forms used to collect data from former students
15. Profile of student body as shown by aptitude and/or achievement testing. (Provide samples of tests.)