

**Two-Year Interim Evaluation Report  
 (For 2001 Manual for School Evaluation Edition)**

**Please submit two copies of the report and all supporting documents.**

The Commission on Independent Schools requires that you submit a Two-Year Interim Evaluation Report due on the date noted in the letter received by the school following Commission action on your evaluation visit. Please provide all the information as directed.

**Date of Report** \_\_\_\_\_ **Year & Month of Visit** \_\_\_\_\_

**School** \_\_\_\_\_

**Address** \_\_\_\_\_

**I. Enrollment**

**At the time of evaluation visit**

**Total Enrollment** \_\_\_\_\_

	PS*	K*	1	2	3	4	5	6	7	8	9	10	11	12	PG	Totals
<b>Male</b>																
<b>Female</b>																
<b>Day</b>																
<b>Boarding</b>																

**As of September 15 for the current year**

**Total Enrollment** \_\_\_\_\_

	PS*	K*	1	2	3	4	5	6	7	8	9	10	11	12	PG	Totals
<b>Male</b>																
<b>Female</b>																
<b>Day</b>																
<b>Boarding</b>																

\*full-time equivalent

**II. Recommendations** — At the time of your last evaluation, recommendations were made by the visiting committee. Major recommendations have been identified by the Commission and are included in the notification letter; other recommendations are scattered throughout the visiting committee report. The Commission wishes to know what has been accomplished since the evaluation in carrying out these recommendations.

**A. Major recommendations (as listed in the enclosed notification letter):** Please describe, in narrative form, the action(s) taken on each major recommendation identified by the Commission. Please include documentation where feasible (e.g., a long-range planning report). Take special care to explain and/or to include appropriate information to justify a **PLANNED FOR THE FUTURE** or **REJECTED** status of any major recommendation.

**B. Other recommendations scattered throughout the visiting committee report:** Either on a copy of the report itself or on attached sheets, please indicate the status of each recommendation with a number (1 through 5 as described in the table below). Any recommendation to which you assign a 4 (planned for the future) or 5 (rejected) must be justified on an attached sheet. When using attached sheets, please list the recommendation with the response.

**Disposition of All Recommendations**

Category	Number of recommendations	Percent
1. Completed		
2. On-going		
3. To be completed within one year		
4. Planned for the future		
5. Rejected (the recommendation is invalid or impractical)		
<b>TOTAL</b>		<b>100%</b>

- III. Standards** — A copy of the visiting committee's votes on the Standards for Accreditation is included in this Two-Year Interim Evaluation Report packet. Please note that schools are expected to meet all Standards. Explain how you now meet all Standards that were not met at the time of the visit. If you have already addressed any of these in response to major recommendations, simply reference that here. If there are Standards that you feel are not now being met, please identify them and explain your plan for meeting them.
- IV. Financial Information** — Please submit the following:
- The operating statement and balance sheet (if available) for the most recently completed year with a comparison between budgeted income and expense figures and actual experience
  - The current operating budget
  - The most recent year-to-date operating statement
- V. Faculty** — Please submit a list of current faculty and administrative staff new to the school since the evaluation including educational background, teaching experience, and specific duties performed at the school. Please also include any major re-assignments of administrative duties.
- VI. Follow-up** — Describe the school's follow-up program. Include such information as the number of committees formed and the process followed. How did the school review the recommendations scattered throughout the report? List the names and positions of those who have served on any follow-up committees.

\_\_\_\_\_  
**Signature of Head of the School**

\_\_\_\_\_  
**Signature of Follow-Up Chair**