

Policy on Public Disclosure of Information about Affiliated Institutions

Upon inquiry the Commission on Independent Schools through its Director will release the following information about affiliated institutions:

- ◆ Information as contained in the school database:
 - Grade levels included and type of school, e.g., boarding or day, coeducational or single-sex, denominational, etc.
 - Enrollment (as of preceding October)
 - Current status (Member or Candidate; Probation is a public status, Warning is not)
 - Date(s): founding, initial membership and accreditation by the Association; most recent date of confirmation of accreditation; next regularly scheduled date for evaluation; any type of on-site evaluation, follow-up visit to Progress Report, or if one recently completed, the results of same, unless,
 - An adverse recommendation (probation, denial of membership, or dropping from membership or Candidacy for Accreditation) has been made and the matter is still within the province of the due process procedures.
 - Name of the Chief Administrative Officer
 - Name and address of the Chair of the Governing Body
- ◆ For institutions where an adverse action has been recommended and final Board of Trustees action has been taken and there is no appeal pending, the reasons for the status of the school and the procedures to be used, the next date, if any, set to monitor the institution.
- ◆ At the annual meeting of the Association held in December, a list is published of schools on which any action has been taken, other than those matters not yet acted upon by the Board of Trustees; e.g., schools recommended for institutional membership, or Candidacy for Accreditation, or those for whom an adverse recommendation may have been made and action is still pending.

The Commission does not release copies of self-studies, progress reports, interim evaluation reports, visiting committee reports, or other documents relating to the evaluation and accreditation of individual institutions. In certain cases, such as the institution seeking approval by the appropriate state department of education, or membership in or recognition by another agency, there will be sent, at the request of the chief administrative officer of the school, a copy of the visiting committee report and the letter of notification regarding membership and accreditation from the President of the Association; or, in the event of a request being made for a research study, the material will be made available for use at the Association office only with the specific approval of the chief administrative officer of the school.

APPROVED BY THE COMMISSION ON INDEPENDENT SCHOOLS, AS AMENDED, FEBRUARY 14, 1984.

REVIEWED BY THE COMMISSION ON INDEPENDENT SCHOOLS, JUNE 22, 2004