



Policy on Disclosure of Information about Affiliated Institutions

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

Descriptive information as contained in the Commission database:

- Date of founding
- Contact information (address, phone, fax, email, website, etc.)
- Grade levels included
- Type of school, e.g., boarding or day, coeducational or single-sex, denominational, etc.
- Enrollment (as of the preceding October)
- Name of Chief Administrative Officer
- Name and address of the Chair of the Governing Body

Information concerning the school's accreditation status:

- Current status – Member of Candidate (Probation is a public status, Warning is not)
- Dates of candidacy or initial membership and accreditation by NEASC; most recent full visit and confirmation of accreditation; next regularly scheduled report
- In the event of an adverse recommendation (probation, denial of membership, dropping from membership) where final action has been taken and no appeal is pending, the reasons for the adverse status and the effective date are released. For schools placed on Probation, the Commission's plans to monitor the school are stated.

The self-study, visiting committee report, and notification letters regarding Commission/Association action are the property of the school. Neither the Association nor the Commission releases copies of any material relating to an individual school's evaluation without the express permission of the school.

However, the self-study is an exercise in analysis and planning that should be inclusive of professional staff and should engage others as the school deems appropriate. The self-study presupposes work done in advance that provides background information, including surveys of parents, students, and staff. The visiting committee report and the letter from the Commission regarding its review respond to the self-study and add recommendations that are to be integrated with the conclusions of the self-study. The Commission encourages that, in the spirit of inquiry and institutional improvement, the school will provide access to these documents relating to the evaluation process to the professional staff and to other responsible parties in the school community, as appropriate.

Approved by the Commission on Independent Schools November 2008