

**New England Association of Schools and Colleges  
Commission on Independent Schools**

**Report for Merged Schools**

**Section A: Mission**

**Questions:**

1. Why was this merger initiated? Were initial feasibility studies carried out and, if so, what were the results?
2. Were the needs of students included in the merger already covered by the school's existing mission or has this been changed to accommodate the new situation?
3. How does the newly merged school ensure that students who are accepted can benefit from it?

Documents to Attach:

- a. Copy of Mission Statement, brochures, and any literature describing the merger, which has been published to the school community.

**Section B: Governance and Administration**

**Questions:**

1. How has the merger altered the governance and administrative structures of the school?
2. What changes have been made in the school's administration to accommodate responsibility for the merger?

Documents to Attach:

- a. Copies of Board By-Laws, highlighting any new Board policies regarding the merger.
- b. Copy of job descriptions for any members of the administration which have undergone adjustment as a result of the introduction of the merger.
- c. Copy of schedule of student fees and other charges noting any additions or changes applicable to the merger.
- d. Copy of all tuition schedules and fees.

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### Section C: Staff

#### Questions:

1. What general changes have occurred in the number and/or qualifications of instructional and support staff in order to ensure the effectiveness of the merger?
2. Are all staff members involved in the newly configured school subject to the same policies regarding salaries and other terms of contract, evaluation, availability of professional development, etc.? If they are not, please state and explain the differences.

#### Documents to Attach:

- a. A list of all teaching staff, noting those involved in the merger and including name, qualifications, experience, and role within the program.

### Section D: Program

#### Question:

1. How has the curriculum been articulated vertically, so as to ensure continuity with the current curriculum?

### Section E: Student Support Services

#### Questions:

1. Were any new procedures for identifying and addressing the special needs of students with learning disabilities or exceptionally high ability introduced as a result of the merger?
2. Did the school's previous provisions for health and safety continue to adequately cover all aspects of the newly merged school, or were changes necessary? If changes were necessary to cover the new school, either in terms of procedures or physical plant, please give full details.

### Section F: Resources

#### Questions:

1. What changes, if any, have been made to the school grounds, buildings, furnishings, or equipment in order to serve the new school?

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### Section G: Student and Community Life

#### Questions:

1. What changes, if any, have been introduced into non-classroom programs (athletics, community service, student activities, etc.) to accommodate the needs and interests of students in the new school?

### Section I: Standards for Accreditation

Please include an assessment of any issues concerning the school's compliance with the *Standards for Accreditation* as a result of the merger. Please indicate the school's rating with regard to each of the standards using the attached form: *Compliance with the Standards for Accreditation Related to a Merged School*.