

SAMPLE PAGE

Self-Study Report Template, Part I

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Standard 4 (Program): The school provides a comprehensive program of intellectual, aesthetic, and physical activities that is appropriate to support the school’s mission and core values, and is consistent with the needs of the range of students admitted. Program planning is informed by relevant research regarding how students learn and the knowledge and capacities they will need to lead purposeful and constructive lives.

Assessment of Standard	
Met <i>(The students’ experience is supported.)</i>	Unmet <i>(The students’ experience is compromised.)</i>
SM1. Standard Met: evidences clear understanding, effective implementation and thorough planning for further improvement.	SU1. Standard Unmet: evidences inadequate understanding, implementation and planning for remediation that may foreseeably compromise student experience.
SM2. Standard Met: evidences understanding, evolving implementation and planning for improvement.	SU2. Standard Unmet: lacks understanding, implementation and planning for remediation, thereby compromising student experience.

School’s Self-Assessment _____

Brief narrative description of the school’s position with regard to this standard
(This summary may be copied and used in the Visiting Committee Report.)

Self-Study Committee membership, meeting schedule, and procedures

List of background materials reviewed and people interviewed:

- ___ Parent survey
- ___ Faculty survey
- ___ Student survey
- ___ Alumni/ae survey
- ___ Department and major program reports
- ___ Publications (list)
- ___ Other (list)

Comments regarding suggested indicators
(Indicator Checklists with comments should be included in the supplementary materials)

Comments regarding alternative indicators proposed by the school

Notable strengths of the school in this area

Notable weaknesses/needs

Aspects warranting attention

Recommendations for school improvement and issues for further discussion

SAMPLE PAGE

Self-Study Report Template, Part II

Self-Study Part II: Reflection, Recommendations, and Issues for Further Discussion

This section asks the school to explore and determine the most significant findings and conclusions uncovered in Part I, to define and characterize them thoughtfully, to explain how they will be prioritized, and finally to explain the implementation of responses to them.

In addition, please present specific action items for any Standard on which the school rates itself as SU1 or SU2.

The school may present its findings in a one to three page report, using any format appropriate to the school. (See Guidelines for the Self-Study in the *Manual for School Evaluation* for more details.)

The key elements are:

- Report of major findings and conclusions
- Prioritization of the findings with explanation
- Specific action items for any Standard(s) on which the school rates itself as SU1 or SU2
- Overview of implementation strategies to address the conclusions, including:
 - Part II committee membership
 - Meeting schedule
 - Timeline
 - Any specific procedures

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