

REQUIRED SELF-STUDY DOCUMENTS AND MATERIALS

Self-Study Report and Documents

Your Self-Study Report, including the Review of Major Programs (uploaded in Standard 4) should be completed in the portal at least one month before the visit. Please click the MARK REPORT COMPLETE button when it is finalized in the portal. The Visiting Committee will access your report via the portal.

Regulatory Compliance Documentation

The Chair of the Visiting Committee for the evaluated school is required to attest to the existence of the following documentation which may be uploaded in the portal under “Legal/Regulatory Documentation and/or made available for the Chair’s pre-visit to the school:

1. Corporate status as a tax-exempt institution, if applicable
2. Non-discriminatory admissions and employment policies
3. Information regarding the financial responsibilities of parents and students
4. Fire Marshal’s inspection certificate or letter stating at time of the last inspection, all requirements were met
5. Health inspection certificates for food services
6. Statement from the Head of School that the school’s Emergency Plan is complete and has been submitted to the local police department
7. Documentation attesting that those sections of the Early Childhood Program that serve children under the age of three meet health and safety regulations/guidelines as required in your state

Vermont Schools Only

Additional Regulatory Compliance Documentation for Vermont Schools:

- The school’s harassment, hazing, and bullying prevention policies and procedures
- The school’s Discipline Plan
- The school’s Rule 4500-compliant policy for the use of restraint and seclusion
- The school’s user’s agreement with the Vermont Crime Information Center and any related criminal records requests.
- The school’s Concussion Action Plan
- The school’s Immunization Plan
- The school’s Emergency Preparedness Plan
- *(For Independent Residential Schools only)* A copy of the school’s annual fire safety inspection by the Department of Public Safety or its designee

The Vermont Statutes and State Board Rules may be found at:

<http://education.vermont.gov/state-board-councils/state-board/rules>

Supplementary Materials

1. The Head of School's welcome letter to Visiting Committee Members. This should be emailed to the Chair, Visiting Committee Members, and the CIS office at cis@neasc.org.
2. Directions to your school and the hotel (*attach in Portal under Additional Uploaded Files*)
3. Alphabetical Staff Overview (*attach in Portal under Additional Uploaded Files*)
4. Daily program schedule including teacher assignments to tentatively schedule classroom visits and interviews (*attach in Portal under Additional Uploaded Files*)

Hard Copy Materials

Hard copies of the following materials should be mailed only to the Chair of the Visiting Committee (one copy) and the Director of the Commission (two copies):

1. The current operating budget and most recent year-to-date report
2. The operating statement for the most recently completed year: compare budgeted figures and actual experience
3. A review or opinion level audit or approved alternative, e.g., Diocesan Report on School Finances
4. A Salary table for full-time teaching faculty, high and low
5. List of benefits
6. Optional: Head of School's confidential letter with any financial or sensitive information should **only** be sent to the Chair and the CIS office at cis@neasc.org.

The following materials may be uploaded in the portal within the relevant Standard and/or copies may be available in the Visiting Committee's workroom where appropriate:

1. Indicator Checklists for all Standards
2. Parent, faculty, student, and alumni/ae questionnaires, as applicable, together with compilation and summary of findings
3. Forms used in the evaluation of professional staff
4. A description of the curriculum in a form appropriate to the school
5. Written bylaws describing the school's governance structure
6. Admissions and recruiting materials, including brochures and catalogs
7. Information regarding financial responsibilities which is given to parents prior to enrollment, including any enrollment contracts
8. All current planning documents (see Multi-Year Planning)
9. Student, faculty, and parent handbooks
10. Calendar for the school year
11. Sample copies of publications
12. Sample copies of forms used to collect or record information about students
13. Sample copies of forms used to collect data from former students
14. Profile of student body as shown by aptitude and/or achievement testing (Provide samples of tests)

(Revised June 2017)