

## Two-Year Interim Evaluation Report

*Please email your report and supporting documents to: [CISreports@neasc.org](mailto:CISreports@neasc.org)*

The Commission on Independent Schools requires that you submit a *Two-Year Interim Evaluation Report* due on the date noted in the letter received by the school following Commission action on your evaluation visit. Answering these questions does not require as inclusive a participation process as was required for the Self-Study, but a committee or committees, including a representative group of faculty and administrators, should be formed to work on this report. Please provide all the information as directed.

**Date of Report** \_\_\_\_\_ **Year & Month of Evaluation Visit** \_\_\_\_\_

**School** \_\_\_\_\_

**Address** \_\_\_\_\_

### I. Enrollment

**Total Enrollment (at the time of evaluation visit):** \_\_\_\_\_

	PS	K	1	2	3	4	5	6	7	8	9	10	11	12	PG	Totals
<b>Male</b>																
<b>Female</b>																
<b>Day</b>																
<b>Boarding</b>																
<b>Homestay</b>																

**International students included in the above table who are not U.S. residents:**

<b>Day</b>																
<b>Boarding</b>																
<b>Homestay</b>																

**Total Enrollment (as of September 15 for the current year):** \_\_\_\_\_

	PS	K	1	2	3	4	5	6	7	8	9	10	11	12	PG	Totals
<b>Male</b>																
<b>Female</b>																
<b>Day</b>																
<b>Boarding</b>																
<b>Homestay</b>																

**International students included in the above table who are not U.S. residents:**

<b>Day</b>																
<b>Boarding</b>																
<b>Homestay</b>																

**II. Reflection on Part II of the Self-Study** - Please describe, in narrative form, the action(s) taken on each aspect of the plan the school set for itself in Part II of the Self-Study. Include the names and positions of those who served on follow-up committees and the process followed by the committees. Include documentation where feasible.

- III. Report on the Major Recommendations** – In narrative form, please describe the action(s) taken on each major recommendation listed in the Commission’s letter. Please include documentation where feasible.
- IV. Report on the Standard Specific Recommendations** – Please list below every recommendation within the body of the Visiting Committee Report. Indicate the status of each recommendation and action taken as of this Two-Year Report as follows: *Completed, Ongoing, To be completed within one year, Planned for the future, or Rejected*. Any recommendation that is *Planned for the future* or *Rejected* must be justified in an attached narrative.

Standard Specific Recommendations	Status as of Two-Year Interim Report	Additional Comments
Standard 1: Mission		
Standard 2: Governance		
Standard 3: Enrollment		
Standard 4: Program		
Standard 5: Experience of the Students		
Standard 6: Resources to Support the Program		
Standard 7: Early Childhood		
Standard 8: Residential and Homestay Programs		
Standard 9: Faculty		

Standard 10: Administration		
Standard 11: Evaluation and Assessment		
Standard 12: Health and Safety		
Standard 13: Communication		
Standard 14: Infrastructure		
Standard 15: Accreditation Process		

**V. Planning for the Future** – Write a brief narrative articulating your vision for the school, considering the key elements necessary for long-term viability and growth. Please submit a **Long-Range Plan**. This plan should incorporate items from the Self-Study Part II, major recommendations from the Commission that have not yet been accomplished, and align with your vision and goals for the school.

**VI. Financial Information** – Please submit the following:

- The operating statement and balance sheet for the most recently completed year with a comparison between budgeted income and expense figures and actual experience
- The current operating budget
- The most recent year-to-date operating statement (*N/A for reports due October 1*)

---

**Signature of Head of the School**

---

**Signature of Follow-Up Chair**