

### Five-Year Interim Evaluation Report

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

*NOTE: The Report should be emailed in either Word or non-image PDF Format*

The Commission on Independent Schools requires that you submit a *Five-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
Male																
Female																
Non-binary																
Day																
Boarding																
Homestay																

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

Day																
Boarding																
Homestay																

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
Male																
Female																
Non-binary																
Day																
Boarding																
Homestay																

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

Day																
Boarding																
Homestay																

- II. Planning for the Future** – Write a brief narrative outlining your vision for the school, considering the key elements necessary for long-term viability and growth. Please submit a current **Long-Range Plan** that aligns with this vision.
- III. Major recommendations (as listed in the enclosed notification letter)** – Please describe in narrative form further action(s), if any, taken on the major recommendations since the time of the *Two-Year Interim Evaluation Report*.
- IV. Standards Review**
- Please review the *2017 Standards for Accreditation*. This review – done through appropriate faculty/administration/staff discussion – will inform the school’s responses to the **Section V Questions**.
  - Using the Assessment Ratings below, indicate the school’s current status for each Standard by checking the appropriate box. Further discussion in this section is not required unless the school finds a Standard “Unmet.”
  - If a Standard is not currently met, please use the “Comments” section (or an attached sheet) to explain the school’s remediation plans.
- SM1: Standard Met: evidences clear understanding, effective implementation and thorough planning for further improvement.
- SM2: Standard Met: evidences understanding, evolving implementation and planning for improvement.
- SU1: Standard Unmet: evidences inadequate understanding, implementation and planning for remediation that may foreseeably compromise student experience.
- SU2: Standard Unmet: lacks understanding, implementation and planning for remediation, thereby compromising student experience.

Standard	Assessment				Comments
	SM1	SM2	SU1	SU2	
1 – Mission					
2 – Governance					
3 – Enrollment					
4 – Program					
5 – Experience of the Students					
6 – Resources to Support the Program					
7 – Early Childhood Program					
8 – Residential Program and/or Homestay Program					
9 – Faculty					
10 – Administration					

11 – Evaluation and Assessment					
12 – Health and Safety					
13 – Communication					
14 – Infrastructure					
15 – The Accreditation Process					

**V. Questions** – The following questions are based on the Standards:

1. Has the mission of the school changed since the last *Visiting Committee Report* was submitted and, if so, how has this affected the program, policies, or climate of the school?
2. How has the governance of the school managed any unexpected challenges during the last five years? What plans have been developed to cope with future unanticipated problems such as a natural disaster, a significant reduction in enrollment, or economic depression or inflation?
3. Has the school’s enrollment changed significantly in size or nature and, if so, why has this occurred and how have these changes affected the school?
4. Have significant changes in the program taken place and, if so, how have these changes affected the experience of students, faculty, and parents? As an example, describe one significant change in program.
5. Describe changes (turnover, attrition) in the faculty during the last five years.
6. Have significant changes in the administration and/or administrative staff of the school taken place and, if so, how have these affected the school?
7. Has the school made any improvements or adjustments in its professional development, supervision, or evaluation practices? If so, how have these changes affected the school’s programs?
8. How does the school establish a culture and climate that promote health and safety for students, faculty and staff?
9. Have there been any significant institutional, especially financial, issues that have affected the school’s programs or students and, if so, what resulting changes are expected in the next five years?
10. Who has been involved in discussing and completing this report and reviewing the Standards, and how were views of the various broad constituencies of the school included in its preparation?
11. (If applicable to Early Childhood) What significant changes in the staff, enrollment, facilities, or procedures of the school’s Early Childhood Program have taken place? What changes do you anticipate during the next five years?
12. (If applicable to Residential or Homestay) Has the Residential and/or Homestay Program of the school changed significantly? Has this affected student learning experiences, quality of life, or the mix of boarding and day enrollment? What plans to change the program(s) are being implemented during the next five years?
13. (If applicable to some religiously affiliated schools) After reviewing the enclosed Religious Schools Edition of Standards and Indicators, how does the school demonstrate a clear commitment to its religious identity? What are the school’s strengths in this area? What plans will be implemented to further enhance the school’s religious identity?

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

- An opinion audit, or an independent accountant review with management letter, or *Diocesan Report on School Finances*, or other approved alternative
- The operating statement and balance sheet (if available) for the most recently completed year with a comparison between budgeted income and expense figures and actual results
- The current operating budget
- The most recent year-to-date operating statement (*N/A for reports due September 15*)

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**Signature of Head of the School**

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**Signature of Follow-Up Chair**

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