



CONNECT. COLLABORATE. LEAD.

CHECKLIST FOR PRELIMINARY VISIT

The Preliminary Visit provides an important opportunity for the Visiting Team Leaders and the VAIS Director to learn more about the School and its background. To that end, full disclosure is expected and appreciated.

Preliminary Visit Schedule (May be Modified to fit the needs of the School/Leadership Team)

- 10:00** Arrival
- 10:15** Tour of School
- 11:00** Meeting with Head and Steering Committee
- 12:00** Meeting with Board Chair
- 12:30** Lunch with Head of School and Board Chair

The Visiting Team Chair and Vice Chair, VAIS Director of Accreditation, Head of School, and Steering Committee Chair(s) meet to discuss the following:

Verification

- Visit date/length
- Type of Visit
- Attendance at a recent Accreditation Workshop
- VAIS Google site access
- Emails and Cell Phone Numbers of Chair, Vice Chair, Head of School, Steering Committee Chairs

School's Background

- Mission and Philosophy
- Demographics of region
- Community/Constituents
- Current/Pending Lawsuits?

Eleven Standards

- Strong Recommendations from the prior Accreditation Visit
- Standards that may not be in compliance at time of Visit
- Documentation that remains "in progress"

Self-Study Elements and Progress Made To-Date

- Narrative
 1. Comprehensive? Strategic? Interim?
 2. Committees: profile and progress
- Curriculum
- Documentation

REQUIRED DOCUMENTATION:

Absence of any of these documents may halt an accreditation visit.

1. ***Strategic Plan***
2. ***Published Curriculum***
3. ***Operating budgets (previous two years and current)***
4. ***Current audit, management letter, and opinion letter***
5. ***Three- to five-year financial plan***
6. ***Risk management program***
7. ***Crisis management/disaster response plan***

Visiting Team's Workroom at School

- Privacy
- Secure and Robust Internet
- Supplies and Refreshments

Hospitality

- Hotel accommodations and workroom (if needed)
- Meals
- Box lunch for final day

Schedule Overview (Template on Google site)

- Daily Schedule (aligned with self-study model and Standards review)
- Time to meet with School constituencies (parents, students, Board, faculty, alumni)
- Time to meet with administrative team leaders (ex. Division Heads, Director of Development)
- Exit meeting and format

Visiting Team Composition

- Number
- Schools to request or avoid
- Expertise needed (Advancement Officer, Lower School Director, etc.)

Final Questions (School and VAIS representatives)