

Section One: Self-Study Guidelines

SUGGESTED CALENDAR

Visits must be made between January 15 and March 15. CAIS provides the following suggested calendar to develop your self-study document.

In the Fall of the School Year Prior to the Visit

- Appoint Self-Study Coordinator (often selected one to three months before the following steps are taken)
- Download self-study manual and template from www.caisca.org
- Attend Self-Study Coordinator training (dates and locations on the CAIS website)
- Orient the faculty, board, and staff to the self-study
- Appoint and train all committees
- Compile data for Introduction and Statistical Supplement
- Clarify--and if needed revise--the school's mission, philosophy, and goals for student learning and development.
- Review progress since the last self-study, particularly on recommendations from the last Visiting Committee report.

Year of the Visit

PRIOR TO DECEMBER 1

- Complete the self-study (**due by December 1**):
 - Gather and analyze data based on CAIS/WASC standards and criteria
 - Synthesize all information/evidence
 - Create the Action Plan (Ch. XIII)
 - Establish a schoolwide follow-up process
 - Compile and edit the final copy
- Mail a hard copy of the self-study to each Visiting Committee member **by December 1**.
- Submit the self-study on CD to the CAIS and WASC offices **by December 1**.
- Arrange the visit schedule, housing and other relevant details, in cooperation with Visiting Committee Chair.

JANUARY 15 – MARCH 15

- Host the visit for the designated dates between January 15 and March 15.
- Oversee the details of the visit in collaboration with the Visiting Committee Chair.

FEBRUARY – JUNE

- Receive the Visiting Committee report from CAIS, and submit any clarifications to CAIS prior to the April meetings of the Boards of Standards.
- Revise the Action Plan to incorporate the major recommendations from the Visiting Committee, and submit a hard copy of the revised Action Plan to the CAIS and WASC offices no later than **June 30**. (The Action Plan will be implemented by individuals and committees whose work over the next three years will be the basis for the progress report.)
- Receive notification from the CAIS Boards of Standards and the WASC Commission regarding the term of accreditation.

A school wishing to appeal the decision of the Board of Standards may request, in writing, a review by the CAIS Board of Directors.