



### **Tips for Successful Joint Visits between CEASD And a Regional Accreditation Association**

1. The School must contact the National Office of CEASD as soon as it is determined there will be a joint visit and this will alert the National Office to make contact with the regional accrediting association.
2. CEASD requires there be 5 members from CEASD on the site visit team to allow for collaboration between the CEASD and Regional Team and assure all Standards are thoroughly covered.
3. The School should set up a phone conference or face-to-face meeting of the chairperson of CEASD and the regional accreditation association eight weeks before the scheduled visit. If a representative of the regional accrediting team plans to visit the school in advance of the team's site visit, then a representative of CEASD must be involved in that visit.
  - a. Determine who will write the final report (CEASD, Regional Body with an addendum by CEASD or two separate reports) If the regional association writes the report, CEASD will provide input for the report and then write an addendum for areas not covered in depth by the regional body generally, i.e., **Finances, Facilities, Health and Safety, Student Services, Student Life/ Student Activities/Residential, and Learning Resources and Information Technology (Note: The Middle States Accreditation system is similar to CEASD's and has the same 12 Standards.)**
  - b. If any of the report is going to be a joint venture, an agreement needs to be made that the regional body will include in the introduction of the report

- that this report is a joint venture between the regional body and CEASD. The regional body also must be willing to share the final report with the CEASD National Office. This report must be kept on file to validate that CEASD completed a comprehensive site visit.
- c. Determine when the teams will work together to write reports and determine recommendations and commendations for the final report. CEASD site teams work after school hours either at the hotel or on the school's campus to complete this work, and it is essential that the regional team join CEASD for these work sessions in order to provide a joint visit and report that is meaningful.
  - d. Determine how interviews and classroom observations will occur.
  - e. Determine how the standards will be covered by the teams, i.e., team members assigned specific standards or all team members handle all standards.
  - f. Determine logistics of the visit
    - i. Length of visit for each group
    - ii. Schedule for the visit, i.e., school tour, classroom observations, interviews
    - iii. Participation of school administration in interviews
    - iv. Meeting rooms
    - v. Computers
    - vi. Supplies and Materials
    - vii. Pre-exit meeting with Superintendent/CEO
    - viii. Plan for School Exit report with Staff for regional accreditation association and CEASD
    - ix. Interpreter guidelines are available from the National Office.
4. The School's self-study must address standards of both organizations. (It is not necessary to duplicate reports.)
- a. Analyze Standards from CEASD and Regional to determine overlap and/or gaps and indicate how you address this in your self-study. (For example Standard 3 in AdvancED, %Teaching and Assessing for Learning+, cross references to the CEASD Standard 8, %Educational Program+ and Standard 9, %Assessment and Evidence for Student Learning+.) The school will be responsible for addressing indicators that are in CEASD but not in the Regional, e.g. Outreach, Early Intervention, etc. (For guidance on matching AdvancED and CEASD Standards contact the National Office.)
  - b. Be aware that the Regional Teams may require pre-approval of the student achievement goals.
5. The School must send the self-study to the National Office for a review at least 8 weeks prior to the scheduled visit.