

**WISCONSIN RELIGIOUS AND INDEPENDENT SCHOOLS ACCREDITATION**  
**for schools using the WCSA documents**

**VISITING TEAM REPORT SUBMISSION**

**Checklist for Schools Starting a Subsequent Accreditation Cycle**

Your school is submitting documents for accreditation. Please complete this page, **print it on YELLOW PAPER**, and attach it to the front of your Visiting Team Report Packet. Your submittal must include all of the documents listed below.

**Due Date: June 1, 2022**

SCHOOL NAME  
ADDRESS  
CITY, STATE, ZIP

Jurisdiction: Diocese of Madison

Date Received: \_\_\_\_\_

Site Visit Dates: \_\_\_\_\_ Visiting Team Chairperson: \_\_\_\_\_

Please submit the following visiting team documents assembled in the order listed here:

- \_\_\_\_\_ **Cover Page** (list name, address, phone and email of school, principal name, and site visit dates)
- \_\_\_\_\_ **Letters from Team Chair to WRISA Executive Director and Principal**
- \_\_\_\_\_ **Limitation on the Distribution of Document page**
- \_\_\_\_\_ **Visiting Team Roster**
- \_\_\_\_\_ **WRISA General Information, Enrollment, Staff Counts, Student-to-Staff Ratio and Staff Qualification Pages** (OCS will print and insert these pages.)
- \_\_\_\_\_ **Domain Benchmark Scoring Summary** (A one-page document that shows the complete list of the rubric levels assigned to the WCSA Standards and Benchmarks as determined by the visiting team at the time of their visit.)
- \_\_\_\_\_ **Visiting Team Domain Benchmark Scoring Summary** (Organized by domain, this document is a summary of the rubric levels assigned to the WCSA Standards and Benchmarks and includes the recommendations and commendations identified in the Visiting Team Report.)
- \_\_\_\_\_ **Standards and Benchmarks Rubrics Pages** (The complete set of the WCSA Standards and Benchmarks Rubric Pages that have been reviewed, validated and completed by the visiting team during their visit to the school. Be sure to include **Compliance Checklist with Standard 5**) (OCS will print these pages from the WCSA website except for the Compliance checklist – please send that separately)
- \_\_\_\_\_ **WCSA Action Plans** (at least one Action Plan for each for the four Domains (A, B, C, D) developed using the results and feedback from the WCSA Rubric pages. Make sure ALL essential benchmarks marked 'below minimum performance level' found in the WCSA Visiting Team Report have a corresponding smart goal entered in the Action Plan.) **This is completed by the host school – visiting team chairs disregard.**
- \_\_\_\_\_ **WRISA Visiting Team Recommendation Form** (signed by visiting team chair)
- \_\_\_\_\_ **Other Supplemental Documents** (Not generally required but may be necessary to provide evidence of changes or progress on WCSA Standards and Benchmarks.)