

Wisconsin Catholic Schools Accreditation

Sample Follow-up Letter

(This may be used to write your own. Please attach a copy of your Visiting Team Domain Scoring Summary to the letter.)

(Date)

(Recipient)
(Recipient Address)

(Greeting)

The validation team for **Name of School, City**, would like to acknowledge the warm hospitality offered by the school community during the site visit that took place on **Dates of Site Visit**.

There is a long history of Catholic school education at **Name of Parish/es** in the **Name of Community**. Clearly, **Name of School** has made a significant educational contribution to the broader community.

It was apparent that the members of your school community put many hours into the self study. They examined every aspect of your school's educational program. In the process they identified both strengths and areas for growth.

The visiting team worked diligently at validating the findings of your self study and verifying that your school is in compliance with the Wisconsin Catholic Schools Accreditation (WCSA) Standards and Benchmarks. The members used their knowledge, experience, and insights as they interviewed stakeholders, observed the school in action, and examined numerous written documents. The visiting team found that the self study was an accurate reflection of the school's program. The team hopes that the school community finds the report to be both an affirmation of the school's strengths and unique gifts and also a source of encouragement to continue to carry out the school's mission.

The attached benchmark worksheets are the result of the team's personal interviews with staff, parents and students; classroom observations; careful review of documents; informal interaction with staff, including the pastoral team; as well as, intense team discussions. The benchmark worksheets may contain coding that indicates how the information was validated. The sources of information for the team are artifact (A), observation (O), survey (S), and interview (I). As much as possible, the aforementioned letters indicate the team members' information sources.

The specific observations and recommendations contained within the attached domain scoring summary incorporate the findings in the benchmark worksheets. Numbers preceding recommendations refer to the benchmark.

The team is hopeful that the information herein will be helpful in developing your Accreditation Action Plan. The focus of this plan is to correct any deficiencies that were identified in the self-study and visiting team report within the next one to five years. The focus of an Action Plan is to identify and concentrate on areas that will have a significant impact for your school within four

domains: Mission and Catholic Identity, Governance and Leadership, Academic Excellence, and Operational Vitality.

Again, thank you for allowing the visiting team to come into your school and for the warm hospitality that was extended to them.

Respectfully,
Visiting Team Chairperson

Attachments (#)