

Sample Schedule for Accreditation Team Visit

This sample schedule assumes an afternoon start on day one, typically a Sunday to minimize days away from team members' home schools. Adjust as necessary.

Day 1	
2:00 PM	Team members check into hotel Team orientation meeting – approximately two hours, led by chair, at hotel
4:30 PM	Team arrives at school campus Welcome by head of school, accreditation coordinator, and administrative team
5:00 PM	Campus tours
6:00 PM	Reception with trustees, steering committee, and faculty members
6:30 PM	Dinner with team, trustees, steering committee, and administrators
7:30 PM	Team work session, review plans for day 2
Day 2	
7:30 AM	Team breakfast and meeting at hotel or school
8:00 AM	Classroom observations – team spreads out across school, keep list of teachers/grade levels/subject areas observed, visit about 5–7 minutes per classroom
10:00 AM	Team meeting to debrief classroom observations
10:30 AM	Team meets with stakeholder groups, (~45 minutes) Suggested groups: academic leadership team, student groups
12:00 PM	Team meeting to debrief stakeholder meetings
12:30 PM	Lunch with faculty and students
1:00 PM	Individual or small group appointments as determined by chair and head of school: finance, facilities, athletics, advancement, counseling, etc.
3:00 PM	Team meets to debrief about appointments
3:30 PM	Team meets with stakeholder groups (~45 minutes) Suggested groups: faculty, alumni
5:00 PM	Team meets to debrief about stakeholder meetings
5:30 PM	Team wrap up for the day, planning for dinner conversation, evening work
6:00 PM	Transfer to hotel, dinner Team continues to work individually or in groups at hotel

Day 3	
7:30 AM	Team breakfast and meeting at hotel or school
8:00 AM	Team meets with stakeholder groups (~45 minutes) Suggested groups: parents and trustees
10:30 AM	Team meeting to debrief about stakeholder meetings
11:00 AM	Classroom observations – team spreads out across school, keep list of teachers/grade levels/subject areas observed, visit about 5-7 minutes per classroom
12:00 PM	Team working lunch Individual or group meetings as needed Writing time to agree on standards compliance and recommendations in final report Chair meets with the head of school
3:00 PM	Chair (and usually the full team) provides oral exit report Head of school and chair work together to determine the format: meeting with head and/or the steering committee and/or full faculty and trustees
4:00 PM	Team visit concludes

Key stakeholder categories for discussion groups:

- **Academic Leadership Team:** academic dean, academic support coordinator, faculty department heads, technology coordinators, and division heads
- **Student Groups:** groups of students by division – upper, middle, and lower, involved in different curricular and extracurricular activities and leadership positions
- **Faculty:** representative groups of teachers from each division
- **Alumni:** possible virtual meeting to obtain an inclusive sample of different graduating classes
- **Parents:** representative groups of parents from each division
- **Trustees:** at a minimum, executive committee and committee chairs
- **Staff:** head of school, accreditation coordinator, business officer, facilities director, admissions, advancement, and counselors