Dear (Head of School Name):

My name is Arthur Accreditation (insert name) and I am pleased to be serving as the Chair of your upcoming MSA accreditation visit. I look forward to working with you and your school community.

[A few lines of introduction about yourself]

Our first order of business will be to schedule a call to talk through your self-study as well as logistics and planning for the visit. This pre-visit conversation should happen shortly after your self-study, evidence, and video tour have been submitted to MSA. Our visit is scheduled for October 19-21, 2020 (insert dates) and as chair I anticipate I will receive your documents by September 11 (insert date 4 weeks before visit). If this is the case, could we set up a time for a 1-2 hour meeting sometime on September 15 (insert date choice in the days following submission deadline) or September 16 (insert date choice).

I am looking forward to working with my team to validate the work your school has done through self-study, and I commend you for your commitment to continuous school improvement during the challenges of the pandemic. Of course, you know at this point that the three day team visit will occur virtually. However, there are a few portions of the visit which have been assigned to the chairperson to handle in advance of the full team’s visit, due to the potentially sensitive nature of reviewing financial documentation remotely and the challenge of assessing facilities remotely. These meetings and activities related to finances and facilities would ideally take place onsite, during a one-day visit, but they can certainly be handled virtually if we determine that health and safety concerns will not make that brief visit possible.

Could you share with me a bit about your plans for school operations in September and October at this time? (*Note: You may wish to insert one of the following statements if you have a preference*: My preference would be to conduct these portions virtually. *OR* My preference would be to attempt to handle these sections onsite if possible but I understand we will have to continue to monitor the situation.

I would like to complete these facilities and finances meetings (whether onsite or virtual) a week or two before the full team visit. Once we determine if onsite or virtual is our best option, we can discuss scheduling. (Note: You can discuss the details of scheduling here or in future email correspondence or handle during the pre-visit meeting)

I look forward to our pre-visit meeting and to learning more about ABC School (insert name of school).

Sincerely,

Arthur Accreditation

MSA Visiting Team Chairperson