**SAMPLE Team Writing Assignments**

***Designing our Future* TEAM VISIT**

*The following is a possible breakdown of the assignments for the Team Visit. The Team Questionnaires from your team members should inform the specific assignments. The structure of assignments will be based on your preference as chair, for example, you may fully cover the Plan for Growth and Improvement including each objective or wish to divide this among the team members. Be sure to spread the assignments as evenly as possible and not to over assign yourself, as the chair must be available to assist the other team members when needed and set aside time to construct the oral report.*

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| WRITER | SECTION OF REPORT |
| Chair | Organization for Growth and Improvement |
| School Improvement Planning   * School Improvement Planning Standard |
| Descriptive Summary of Maintenance and Operations   * Finances Standard\* * Facilities Standard\* * Health and Safety Standard |
| Accreditation Recommendation & Conclusion |
| Oral Report |
| Team Member #1 | Descriptive Summary of Student Services and Life   * Student Services Standard * Student Life and Activities Standard |
| Descriptive Summary of the School Community and Its Student Performance   * Assessment Standard |
| Curricular Areas: Art, Music, Math, Science, Health/PE |
| Objective #1 |
| Team Member #2 | Descriptive Summary of the School’s Foundation Documents   * Mission Standard |
| Descriptive Summary of School Leadership and Organization   * Governance and Leadership Standard * School Organization and Staff Standard |
| Curricular Areas: Religion, World Languages |
| Objective #2 |
| Team Member #3 | Descriptive Summary of Educational Program and Resources   * Educational Program Standard * Information Resource Standard |
| Curricular Areas: English, Social StudiesComputer Science/Tech |
| Objective #3 |

\*These Standards are addressed during the one-day Chair Visit prior to the Team Visit