**SAMPLE Team Writing Assignments**

***Excellence by Design* 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.*

|  |  |
| --- | --- |
| WRITER | SECTION OF REPORT |
| Chair | Profile of the School |
| Profile of Student Performance |
| Foundation Documents |
| Organization for Growth and Improvement |
| Standard 1—Mission |
| Standard 4 —Finances\* |
| Standard 5—Facilities\* |
| Accreditation Recommendation & Conclusion |
| Oral Report |
| Team Member #1 | Standard 10—Student Services |
| Standard 11—Student Life and Activities |
| Standard 9—Assessment of Student Learning |
| *Objective #1 – Student Performance (and any related curricular areas)* |
| Team Member #2 | Standard 2—Governance and Leadership |
| Standard 3—School Improvement Planning |
| Standard 6—School Organization and Staff |
| *Organizational Capacity Objective #1* |
| Team Member #3 | Standard 7- Health and Safety |
| Standard 8—Educational Program |
| Standard 12—Information Resources |
| *Objective #2 – Student Performance (and any related curricular areas)* |
| *Objective #3 – Student Performance (and any related curricular areas)* |

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