**Middle States Association of Colleges and Schools**

**Commissions on Elementary and Secondary Schools**

St. Leonard’s Court | 3819-33 Chestnut Street, Suite 310

Philadelphia, PA 19104-2680

Phone: 267-284-5000 | www.msa-cess.org

Greetings,

On the following pages you will find a checklist of topics that we think you will find helpful in preparing for your MSA Team Visit. The same checklist has been sent to your Team Chair to guide your conversations and ensure that you both are fully prepared and organized for a successful accreditation visit.

The sections of this Checklist chronologically walk you through your responsibilities as a school.

[Checklist for Schools Hosting an Onsite Visit](#ChecklistOnsiteVisit)

[Checklist for Schools Hosting a Virtual Visit](#ChecklistVirtualVisit)

[Checklist for Schools Hosting a Hybrid Visit](#ChecklistHybridVisit)

During your communications and planning with the Chair, please contact your accreditation liaison if there are any major concerns that you may not be properly prepared to host a team visit, such as an incomplete self-study.

If it has been determined by MSA that your visit will be virtual or hybrid, please utilize the corresponding sections of this checklist.

Thank you again for your dedication to completing the Self-study process. Please contact us with any questions or concerns as you prepare for your visit.

Sincerely,

The MSA Team

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Director, Volunteer Services Manager, Volunteer Services International Schools Support Manager

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All Regions Domestic US Visits PR, USVI, and International Visits

**CHECKLIST FOR SCHOOL HOSTING AN ONSITE VISITING TEAM**

## Initial Communications & Preparations

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| **X** | **ACTION** | **NOTES** |
| The MSA Office will provide a Google Shared Drive for your school. You will receive a link to access the Shared Drive via email.  |
|  | Ensure student performance and organizational capacity objectives have been submitted to your MSA liaison for technical review at least 60 days before the visit. |  |
|  | Plan to have the Self-study completed and uploaded to your MSA Shared Drive 30 days before the scheduled visit.  |  |
|  | Upload all required evidence. List of Evidence |  |
|  | Alert MSA that you have uploaded at least your Self-study by writing an email to reports@msa-cess.org with the name of your school and "Ready to Share" in the subject line, no less than 30 days before the team visit. |  |
| You will receive a Confirmation of Team Leadership email from MSA. The Team Chair will contact you.If you have not heard from the Chair, feel free to contact them directly. |
|  | Set a time for a Pre-Visit meeting between the Chair, Head of School and Internal Coordinators (detailed in Section II) 4 weeks before the Team Visit.Discuss if Pre-Visit meeting should be conducted virtually or onsite. |  |

## Pre-Visit Meeting

Approximately 4 weeks before the Team Visit

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| **X** | **ACTION** | **NOTES** |
| Discuss the following topics with the Team Chair regarding readiness for the visit and logistics to consider. |
| *Self-Study Process & Purpose of Team’s Visit* |
|  | Discuss with the Team Chair the purpose of the Team’s visit, and the major elements of the Team’s review: assessment of the Planning Process, Standards for Accreditation, and Plan for Growth and Improvement. Note that the visit is not an evaluation of teachers but an affirmation of the findings of the Self-study and a review of the MSA Standards. |  |
|  | Review the Self-study and evidence in the Google Shared Drive to make sure all documents are available and comprehensively completed.All documents should be uploaded to the Drive and MSA be notified of this by the time of the Pre-Visit Meeting.**At a minimum, the Self-study needs to be uploaded to the MSA Drive by the time this meeting takes place.** |  |
|  | Once completed technical review is received from MSA, ensure that you have uploaded this document into the Self-study folder of the Shared Drive. |  |
|  | Discuss any cultural or other issues that might influence the visit. |  |
| *Schedule and Logistics* |
|  | Review the preliminary schedule for the Team Visit created by the Chair.Confirm all relevant stakeholders are available and included in scheduled interviews. |  |
|  | Verify the accommodations during the dates of the visit including:* Lodging, meals, and transportation for the team
* If volunteers are driving their own vehicles, plan for reimbursement of their travel costs
* Ground transportation for the team to and from the school each day
 |  |
|  | Discuss letter of welcome from you to the team. The letter does not need to include specific information, but instead introduce your school community to the team and make them feel welcome.  |  |
|  | Discuss the plan of a tour of the school and how your school will introduce your Planning Team to the visiting team on the evening of arrival. |  |
|  | Provide a master class schedule to the Team for use in choosing classes to observe. |  |
|  | Determine when and to whom the Oral Report will be delivered. We encourage your school to invite as wide an audience as possible. * There should be an exit interview/preliminary discussion of the team’s findings between the Head of School and Team Chair prior to the delivery of the Oral Report.
* The Oral Report may be recorded if school requests to do so.
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| Following the Visit Prep Meeting: |
|  | The Chair will finalize the Team Visit schedule and share the final version with the school and Team Members.  |  |
|  | Upload any missing information to the Shared Drive if necessary, including the completed Self-study and evidence. If a concern arises regarding any aspect of the materials or their timely completion, please contact your designated MSA accreditation liaison for this visit. |  |

1. THE TEAM VISIT

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| **X** | **ACTION** | **NOTES** |
|  | Prepare your staff for the upcoming team visit. |  |
|  | The Team Chair will schedule a time to check in each day with the Head of School to review how the visit is proceeding and to troubleshoot any problems and/or ensure no aspect of the visit has been overlooked. |  |
|  | Conduct interviews as scheduled. **No interview sessions should be recorded.** |  |
|  | Schedule and organize the oral report presentation with the Team Chair. The oral report can be recorded. |  |

1. AFTER THE VISIT

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| **X** | **ACTION** | **NOTES** |
|  | Complete survey regarding your experience. The MSA Office will send the survey. |  |
|  | The Head of School will receive an email of the draft report with the following instructions:* Read for correction of factual errors only. The school will be given the opportunity to respond to the content when the report is sent from the Commissions
* Return the report to the Chair within 10 working days
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**CHECKLIST FOR SCHOOL HOSTING A VIRTUAL VISITING TEAM**

## Initial Communications & Preparations

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| **X** | **ACTION** | **NOTES** |
| The MSA Office will provide a Google Shared Drive for your school. You will receive a link to access the Shared Drive via email.  |
|  | Ensure student performance and organizational capacity objectives have been submitted to your MSA liaison for technical review at least 60 days before the visit. |  |
|  | Plan to have the Self-study completed and uploaded to your MSA Shared Drive 30 days before the scheduled visit.  |  |
|  | Upload all required evidence. List of Evidence |  |
|  | Alert MSA that you have uploaded at least your Self-study by writing an email to reports@msa-cess.org with the name of your school and "Ready to Share" in the subject line, no less than 30 days before the team visit. |  |
| You will receive a Confirmation of Team Leadership email from MSA. The Team Chair will contact you.If you have not heard from the Chair, feel free to contact them directly. |
|  | Set a time for a Pre-Visit meeting between the Chair, Head of School and Internal Coordinators (detailed in Section II) 4 weeks before the Team Visit.Discuss if Pre-Visit meeting should be conducted virtually or onsite. |  |
|  | Determine if the one-day Chair Visit should occur onsite or by video conference. Include MSA staff in decision-making as needed.  |  |
|  | Schedule the Chair Visit for 1-3 weeks before the Team Visit (detailed in Section III). You can read more on what to expect on the Chair Visit here: Chair Visit Guidelines |  |
| If Chair Visit is onsite: |
|  | Prepare a schedule for the Chair Visit in coordination with the Chair and make plans for accommodations, if needed. |  |
| If Visit is virtual: |
|  | Discuss scheduling of Facilities meeting(s) and Finances meeting(s). |  |
|  | Record and upload Video Tour. Video Tour Guidelines |  |
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## Pre-Visit Meeting

Approximately 4 weeks before the Team Visit

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| **X** | **ACTION** | **NOTES** |
| Discuss the following topics with the Team Chair regarding readiness for the visit and logistics to consider. |
| *Self-Study Process & Purpose of Team’s Visit* |
|  | Discuss with the Team Chair the purpose of the Team’s visit, and the major elements of the Team’s review: assessment of the Planning Process, Standards for Accreditation, and Plan for Growth and Improvement. Note that the visit is not an evaluation of teachers but an affirmation of the findings of the Self-study and a review of the MSA Standards. |  |
|  | Review the Self-study and evidence in the Google Shared Drive to make sure all documents are available and comprehensively completed.All documents should be uploaded to the Drive and MSA be notified of this by the time of the Pre-Visit Meeting.**At a minimum, the Self-study needs to be uploaded to the MSA Drive by the time this meeting takes place.** |  |
|  | Review the recorded Video Tour and ensure it meets the Team’s needs. |  |
|  | Once completed technical review is received from MSA, ensure that you have uploaded this document into the Self-study folder of the Shared Drive. |  |
|  | Discuss the best way for you to share any sensitive documents that will not be uploaded to the shared drive (financial records, student files, etc.) with the Team. |  |
|  | As there may not be in-person meetings of the team and school stakeholders, discuss how you have communicated about the visit and invited stakeholders to engage in the visit. |  |
|  | Discuss any cultural or other issues that might influence the visit. |  |
| *Schedule and Logistics* |
|  | Review the preliminary schedule for the Team Visit created by the Chair.Confirm all relevant stakeholders are available and included in scheduled interviews. |  |
|  | Discuss each section of the On-Site Guidelines for Chairs & Schoolsto cooperatively answer the following questions:- Can the Chair conduct the One-Day Visit on-site?- Can the Chair lead the Team Visit on-site? |  |
|  | Discuss planned method of classroom instruction during the time of the visit, such as online or in-person. |  |
|  | Discuss letter of welcome from you to the team. The letter does not need to include specific information, but instead introduce your school community to the team and make them feel welcome.  |  |
|  | Confirm the meeting platform you will use for all stakeholder meetings.If your school does not have an online meeting platform, MSA can provide a Zoom license upon request for use during the visit. The school should contact Audra Chin at achin@msa-cess.org.  |  |
|  | Review and finalize the one-day Chair Visit schedule  |  |
|  | Review guidelines for online meetings including affirmation that:* The school will host and invite all online meetings and include links on the Team Schedule
* Participants should be encouraged to use video where possible in interviews
* No meeting will be recorded
* An adult parent, faculty, or administration member will be included in the student interview(s).
 |  |
|  | Determine the best method for observations of teaching and learning: for example, joining a virtual classroom or live video feed of an in-person class.Guidelines for Virtual Observations |  |
|  | Provide a master class schedule to the Team for use in choosing classes to observe. |  |
|  | Discuss your school’s wireless internet capabilities and the best method for conducting live walkthroughs.  |  |
|  | Determine when and to whom the Oral Report will be delivered. We encourage your school to invite as wide an audience as possible. * The Oral Report can be delivered as early as the final afternoon of the Team Visit or as late as the end of that school week.
* There should be an exit interview/preliminary discussion of the team’s findings between the Head of School and Team Chair prior to the delivery of the Oral Report.
* The Oral Report may be recorded if school requests to do so.
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| Following the Visit Prep Meeting: |
|  | The Chair will finalize the Team Visit schedule and share the final version with the school and Team Members.  |  |
|  | Upload any missing information to the Shared Drive if necessary, including the completed Self-study and evidence. If a concern arises regarding any aspect of the materials or their timely completion, please contact your designated MSA accreditation liaison for this visit. |  |
|  | If applicable, arrange for any necessary lodging and meals for the Chair during the One-Day visit. |  |

1. THE ONE-DAY CHAIR VISIT

1-3 weeks before the Team Visit

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| **X** | **ACTION** | **NOTES** |
| One Day Chair Visit Guidelines  |
| **If Chair Visit is onsite:** |
|  | School leadership and Internal Coordinators will briefly greet the Team Chair, though no full interviews or meetings should take place onsite. |  |
|  | Tour the school’s facilities |  |
|  | Facilitate the Chair’s observations of teaching and learning (conduct several brief classroom visits, with chair remaining at doorway to classroom). |  |
|  | Facilitate the Chair’s observations of other school activities such as lunch, recess, pick-up/drop off, etc. |  |
|  | Provide any additional onsite evidence (not provided in Google Shared Drive) for the Facilities Standard. |  |
|  | Team Chair will conduct meetings remotely with relevant stakeholders for Facilities Standard. These can be completed during the onsite visit or scheduled later. |  |
|  | Team Chair will review any additional onsite evidence (not provided in Google Shared Drive) for the Finances Standard. |  |
|  | Team Chair will conduct meetings remotely with relevant stakeholders for Facilities Standard. These can be completed during the onsite visit or scheduled later. |  |
|  | Prepare reimbursements for travel after the Chair submits their receipts. |  |
| **If Chair Visit is virtual:** |
|  | If circumstances allow, conduct one or two classroom observations using the agreed upon method of Observations, as a pilot for the Team Visit. |  |
| *Assessment of the Facilities Standard* |
|  | Conduct a Facilities Tour via a live walkthrough of facilities. A member of the school’s staff should tour the facilities using a phone or tablet camera with direction from the Chair, or determine an alternative way to see and assess the facilities. This live walkthrough may also include viewing activities such as lunch, pick-up, drop off, recess, etc. |  |
|  | Allow the Chair to review any additional evidence not provided in Google Shared Drive for the Facilities Standard. |  |
|  | Facilitate the meetings with relevant stakeholders for Facilities Standard. |  |
| *Assessment of the Finances Standard* |
|  | The Chair will review any evidence not provided in Google Shared Drive for the Finances Standard. For sensitive/confidential items, you may have an alternative way to view these documents such as through live screen sharing. |  |
|  | Facilitate Chair meetings with relevant stakeholders for the Finances Standard. |  |

1. THE TEAM VISIT

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| **X** | **ACTION** | **NOTES** |
|  | Prepare your staff for the upcoming team visit. |  |
|  | The Team Chair will schedule a time to check in each day with the Head of School to review how the visit is proceeding and to troubleshoot any problems and/or ensure no aspect of the visit has been overlooked. |  |
|  | Conduct interviews as scheduled. Make sure links for video conferencing have been added to your Visit Schedule. **No interview sessions should be recorded.** |  |
|  | Schedule and organize the oral report presentation with the Team Chair. The oral report can be recorded. |  |

1. AFTER THE VISIT

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| **X** | **ACTION** | **NOTES** |
|  | Complete survey regarding your experience. The MSA Office will send the survey. |  |
|  | The Head of School will receive an email of the draft report within 2 weeks of the visit. Please complete the following steps:* Read for correction of factual errors only.
* Return the report to the Chair within 10 working days.
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**CHECKLIST FOR SCHOOL HOSTING A HYBRID VISITING TEAM**

## Initial Communications & Preparations

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| **X** | **ACTION** | **NOTES** |
| The MSA Office will provide a Google Shared Drive for your school. You will receive a link to access the Shared Drive via email.  |
|  | Ensure student performance and organizational capacity objectives have been submitted to your MSA liaison for technical review at least 60 days before the visit. |  |
|  | Plan to have the Self-study completed and uploaded to your MSA Shared Drive 30 days before the scheduled visit.  |  |
|  | Upload all required evidence. List of Evidence |  |
|  | Alert MSA that you have uploaded at least your Self-study by writing an email to reports@msa-cess.org with the name of your school and "Ready to Share" in the subject line, no less than 30 days before the team visit. |  |
| You will receive a Confirmation of Team Leadership email from MSA. The Team Chair will contact you.If you have not heard from the Chair, feel free to contact them directly. |
|  | Set a time for a Pre-Visit meeting between the Chair, Head of School and Internal Coordinators (detailed in Section II) 4 weeks before the Team Visit.Discuss if Pre-Visit meeting should be conducted virtually or onsite. |  |
|  | Determine if the one-day Chair Visit should occur onsite or by video conference. Include MSA staff in decision-making as needed.  |  |
|  | Schedule the Chair Visit for 1-3 weeks before the Team Visit (detailed in Section III). You can read more on what to expect on the Chair Visit here: Chair Visit Guidelines |  |
| If Chair Visit is onsite: |
|  | Prepare a schedule for the Chair Visit in coordination with the Chair and make plans for accommodations, if needed. |  |
| If Visit is virtual: |
|  | Discuss scheduling of Facilities meeting(s) and Finances meeting(s). |  |
|  | Record and upload Video Tour. Video Tour Guidelines |  |
|  |

## Pre-Visit Meeting

Approximately 4 weeks before the Team Visit

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| --- | --- | --- |
| **X** | **ACTION** | **NOTES** |
| Discuss the following topics with the Team Chair regarding readiness for the visit and logistics to consider. |
| *Self-Study Process & Purpose of Team’s Visit* |
|  | Discuss with the Team Chair the purpose of the Team’s visit, and the major elements of the Team’s review: assessment of the Planning Process, Standards for Accreditation, and Plan for Growth and Improvement. Note that the visit is not an evaluation of teachers but an affirmation of the findings of the Self-study and a review of the MSA Standards. |  |
|  | Review the Self-study and evidence in the Google Shared Drive to make sure all documents are available and comprehensively completed.All documents should be uploaded to the Drive and MSA be notified of this by the time of the Pre-Visit Meeting.**At a minimum, the Self-study needs to be uploaded to the MSA Drive by the time this meeting takes place.** |  |
|  | Review the recorded Video Tour and ensure it meets the Team’s needs. |  |
|  | Once completed technical review is received from MSA, ensure that you have uploaded this document into the Self-study folder of the Shared Drive. |  |
|  | Discuss the best way for you to share any sensitive documents that will not be uploaded to the shared drive (financial records, student files, etc.) with the Team. |  |
|  | Discuss how you have communicated about the visit and invited stakeholders to engage in the visit. |  |
|  | Discuss any cultural or other issues that might influence the visit. |  |
| *Schedule and Logistics* |
|  | Review the preliminary schedule for the Team Visit created by the Chair.Confirm all relevant stakeholders are available and included in scheduled interviews. |  |
|  | Verify the following items during the dates of the visit including:* Lodging, meals, and transportation for the team
* If volunteers are driving their own vehicles, plan for reimbursement of their travel costs
* Ground transportation for the team to and from the school each day
 |  |
|  | Discuss letter of welcome from you to the team. The letter does not need to include specific information, but instead introduce your school community to the team and make them feel welcome.  |  |
|  | Discuss the plan of a tour of the school and how your school will introduce your Planning Team to the visiting team on the evening of arrival. |  |
|  | Confirm the meeting platform you will use for all stakeholder meetings.If your school does not have an online meeting platform, MSA can provide a zoom license upon request for use during the visit. The school should contact Audra Chin at achin@msa-cess.org.  |  |
|  | Review and finalize the one-day Chair Visit schedule  |  |
|  | Review guidelines for online meetings including affirmation that:* The school will host and invite all online meetings and include links on the Team Schedule
* The school plans to have one device per person for each meeting, to the extent possible
* Participants should be encouraged to use video where possible in interviews
* No meeting will be recorded
* An adult parent, faculty, or administration member will be included in the student interview(s).
 |  |
|  | Determine the best method for observations of teaching and learning: for example, joining a virtual classroom or live video feed of an in-person class.Guidelines for Virtual Observations |  |
|  | Provide a master class schedule to the Team for use in choosing classes to observe. |  |
|  | Discuss your school’s wireless internet capabilities and the best method for conducting live walkthroughs.  |  |
|  | Determine when and to whom the Oral Report will be delivered. We encourage your school to invite as wide an audience as possible. * The Oral Report can be delivered as early as the final afternoon of the Team Visit or as late as the end of that school week.
* There should be an exit interview/preliminary discussion of the team’s findings between the Head of School and Team Chair prior to the delivery of the Oral Report.
* The Oral Report may be recorded if school requests to do so.
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| Following the Visit Prep Meeting: |
|  | The Chair will finalize the Team Visit schedule and share the final version with the school and Team Members.  |  |
|  | Upload any missing information to the Shared Drive if necessary, including the completed Self-study and evidence. If a concern arises regarding any aspect of the materials or their timely completion, please contact your designated MSA accreditation liaison for this visit. |  |
|  | Arrange for any necessary lodging and meals for the Chair and any team members attending onsite.  |  |

1. THE ONE-DAY CHAIR VISIT

1-3 weeks before the Team Visit

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| **X** | **ACTION** | **NOTES** |
| One Day Chair Visit Guidelines  |
| **If Chair Visit is onsite:** |
|  | School leadership and Internal Coordinators will briefly greet the Team Chair, though no full interviews or meetings should take place onsite. |  |
|  | Tour the school’s facilities |  |
|  | Facilitate the Chair’s observations of teaching and learning (conduct several brief classroom visits, with chair remaining at doorway to classroom). |  |
|  | Facilitate the Chair’s observations of other school activities such as lunch, recess, pick-up/drop off, etc. |  |
|  | Provide any additional onsite evidence (not provided in Google Shared Drive) for the Facilities Standard. |  |
|  | Team Chair will conduct meetings remotely with relevant stakeholders for Facilities Standard. These can be completed during the onsite visit or scheduled later. |  |
|  | Team Chair will review any additional onsite evidence (not provided in Google Shared Drive) for the Finances Standard. |  |
|  | Team Chair will conduct meetings remotely with relevant stakeholders for Facilities Standard. These can be completed during the onsite visit or scheduled later. |  |
|  | Prepare reimbursements for travel after the Chair submits their receipts. |  |
| **If Chair Visit is virtual:** |
|  | If circumstances allow, conduct one or two classroom observations using the agreed upon method of Observations, as a pilot for the Team Visit. |  |
| *Assessment of the Facilities Standard* |
|  | Conduct a Facilities Tour via a live walkthrough of facilities. A member of the school’s staff should tour the facilities using a phone or tablet camera with direction from the Chair, or determine an alternative way to see and assess the facilities. This live walkthrough may also include viewing activities such as lunch, pick-up, drop off, recess, etc. |  |
|  | Allow the Chair to review any additional evidence not provided in Google Shared Drive for the Facilities Standard. |  |
|  | Facilitate the meetings with relevant stakeholders for Facilities Standard. |  |
| *Assessment of the Finances Standard* |
|  | The Chair will review any evidence not provided in Google Shared Drive for the Finances Standard. For sensitive/confidential items, you may have an alternative way to view these documents such as through live screen sharing. |  |
|  | Facilitate Chair meetings with relevant stakeholders for the Finances Standard. |  |

1. THE TEAM VISIT

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| --- | --- | --- |
| **X** | **ACTION** | **NOTES** |
|  | Prepare your staff for the upcoming team visit. |  |
|  | The Team Chair will schedule a time to check in each day with the Head of School to review how the visit is proceeding and to troubleshoot any problems and/or ensure no aspect of the visit has been overlooked. |  |
|  | Conduct interviews as scheduled.Make sure links for video conferencing have been added to your visit schedule. Each participant should be utilizing a separate device, to the extent possible.**No interview sessions should be recorded.** |  |
|  | Schedule and organize the oral report presentation with the Team Chair. The oral report can be recorded. |  |

1. AFTER THE VISIT

|  |  |  |
| --- | --- | --- |
| **X** | **ACTION** | **NOTES** |
|  | Complete survey regarding your experience. The MSA Office will send the survey. |  |
|  | The Head of School will receive an email of the draft report within 2 weeks of the visit. Please complete the following steps:* Read for correction of factual errors only.
* Return the report to the Chair within 10 working days.
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