



Visit Readiness Checklist

This checklist should be filled out by the Team Chair approximately eight weeks prior to a team visit and submitted to the appropriate Divisional office.

School Name: _____ City/State/Country: _____

Head of School or Accreditation Coordinator Name: _____

EE Program Contact (if applicable): _____

Chairperson Name: _____

EE Team Member Name (if applicable): _____

1. Is this a multi-campus visit? ___ Yes ___ No
 - a. If Yes, have all campuses been accounted for in the school's self-study?
___ Yes ___ No
 - b. If Yes, have all campuses been accounted for in the visit schedule?
___ Yes ___ No
2. Is the school completing a specialty addendum(s) (Early Education, Online, Residential, etc.)? ___ Yes ___ No
 - a. If Yes, please mark any specialty addendums that are being utilized:
___ Early Education ___ Online ___ Hybrid ___ International Student Program
___ Residential Program ___ Exemplary
 - b. Please attach the required visit readiness checklist from each addendum.
(Collaborate with the specialty team member(s) and/or the divisional accreditation director throughout the visit readiness process.)
3. Have all previous Major Recommendations/Accreditation Action Items been sufficiently addressed? ___ Yes ___ No
Please note any concerns:
4. Has the school collected stakeholder feedback, including the use of surveys?
___ Yes ___ No
Please note any concerns:
5. Has the school presented the following items in written form?
 - a. Statement of Faith, Mission, and any other Foundational Documents
___ Yes ___ No
 - b. Governing Body Policy Manual/Bylaws ___ Yes ___ No
 - c. Family/Student Handbook ___ Yes ___ No
 - d. Faculty/Staff Handbook ___ Yes ___ No
 - e. Safety/Crisis Management Plan ___ Yes ___ No
 - f. Child Safety Policies and Procedures ___ Yes ___ No

Please note any concerns:

6. Have you reviewed the K-12 Curriculum Documentation to ensure it contains the required elements, as outlined in Appendix B of the Standards Manual?
___ Yes ___ No
Please note any concerns:
7. Have you reviewed evidence to confirm the school will be able to meet Indicators 12.1 (Christian employees) and 12.2 (faculty qualifications) in time for the visit?
___ Yes ___ No
Please note any concerns:
8. Are there any additional factors that need to be addressed prior to the visit, as well as the school's overall readiness for the visit with items such as self-study (with appropriate evidence), logistics, schedule, etc.? ___ Yes ___ No
Comments:
9. Please submit a completed copy of the [Standard 11 Checklist](#) along with this form.

Questions 10-15 are to be completed for visits that will include the EE Addendum.

10. Has the program provided documentation of its licensed status (with non-licensed and license-exempt programs having completed the [Statement of Practice for Non-licensed Programs](#))? ___ Yes ___ No
Please note any concerns:
11. Does the program appropriately disclose/publicize organizational statements, including licensing status/information, non-discrimination policy, etc.? ___ Yes ___ No
Please note any concerns:
12. Have you reviewed the EE Curriculum Documentation to ensure that it includes identification of age-specific learning outcomes (based on state or national early learning standards) for all developmental domains: spiritual, cognitive, social, emotional, and physical? ___ Yes ___ No
Please note any concerns:
13. Has the program provided evidence supporting EE administrator/director, teacher, and teacher assistant/aide qualifications and professional development?

- a. EE Administrator(s) meet qualification requirements or have a [Growth Plan](#) monitored by the EE Administrator's immediate supervisor?: ☐ Yes ☐ No
- b. EE Teachers/TAs/Aides meet qualification requirements or have a [Growth Plan](#) monitored by their administrator: ☐ Yes ☐ No
- c. The program has completed the [EE Yearly Staff Profile](#): ☐ Yes ☐ No
- d. The program has completed the [Annual Professional Development Report](#) for all EE educators: ☐ Yes ☐ No

Please note any concerns:

14. Has the program presented the following items in written form?
- a. Organizational statements, including licensing status/information, non-discrimination policy, etc. that are appropriately visible in print and digital materials (including handbooks, the website, and promotional materials): ☐ Yes ☐ No
 - b. Policies for child health and safety, including sick-child isolation: ☐ Yes ☐ No
 - c. Evidence of staff training in health/safety: ☐ Yes ☐ No

Please note any concerns:

15. Are there any additional factors that need to be addressed by the EE program prior to the visit? ☐ Yes ☐ No
- Please note any concerns:

Based on the information reviewed and the overall readiness of the school, the school is prepared to host the visiting team. ☐ Yes ☐ No ☐ Unsure

Comments:

Chair Signature: _____

Date: _____