



ADDED GRADE/PROGRAM REPORT

SAMPLE

Instructions and Template

(Please delete all instructions in red)

INSTRUCTIONS FOR COMPLETING THE ADDED GRADE/PROGRAM REPORT

1. SAES will send an individualized template for this report based on the circumstances for which you are reporting. Please contact jstark@swaes.org for a template.
2. The *Added Grade/Program Report* will include a letter from the Head of School stating:
 - a. A rationale for the addition of the grade.
 - b. The number of students involved.
 - c. A description of the facilities in which the grade/program will be housed, including a copy of the architectural floor plan **for any new facilities**.
 - d. A description of the impact of the grade/program on the budget and a copy of the budget.
 - e. A list of the faculty and staff associated with the grade/program, including their qualifications.
 - f. A description of the curriculum for the grade/program and its alignment with the existing curriculum.
 - g. Copy(ies) of Certificate(s) of Occupancy for any new facilities associated with the grade/program, if applicable.

Report Presentation: A digital version of this report should be emailed as one document to pblevins@swaes.org and jstark@swaes.org. Once received, the Director of Accreditation will review the *Added Grade/Program Report* and will schedule a Standards Committee representative to visit the school and new program. The Standards Committee will review the reports from the school and the visiting committee member and then submit a recommendation for accreditation to the Board of Directors. The school will be notified of the Board of Directors' decision.

3. Accreditation will be retroactive for the school year during which the decision is made.

HEAD OF SCHOOL LETTER

[Insert *Head of School Letter* and attachments below.]

SAMPLE