

Internal and External Review Planning Tool

Task	Person(s) Responsible	Timeline Start/End	Activities required to accomplish
Demographics Update			
Internal Review			
• Executive Summary			
• Self Assessment			
• Stakeholder Performance Diagnostic			
• Student Performance Diagnostic			
• Improvement Plan(s)			
• Assurances			
Pre-Review with Lead Evaluator			
Diagnostic Review			
• Schedule			
• Artifacts			
• Principals Overview			
• Standards Presentations			
• Interviews			
• Exit report			
Logistics			
• Hotel			
• Meals			
• Transportation			
• Workrooms at school office/hotel			

Details about each of these tasks can be found in *School Accreditation: A Handbook for Schools AND Systems Accreditation: A Handbook for School Systems* located at www.advanc-ed.org/resources