Internal and External Review Planning Tool

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| **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](http://www.advanc-ed.org/resources)