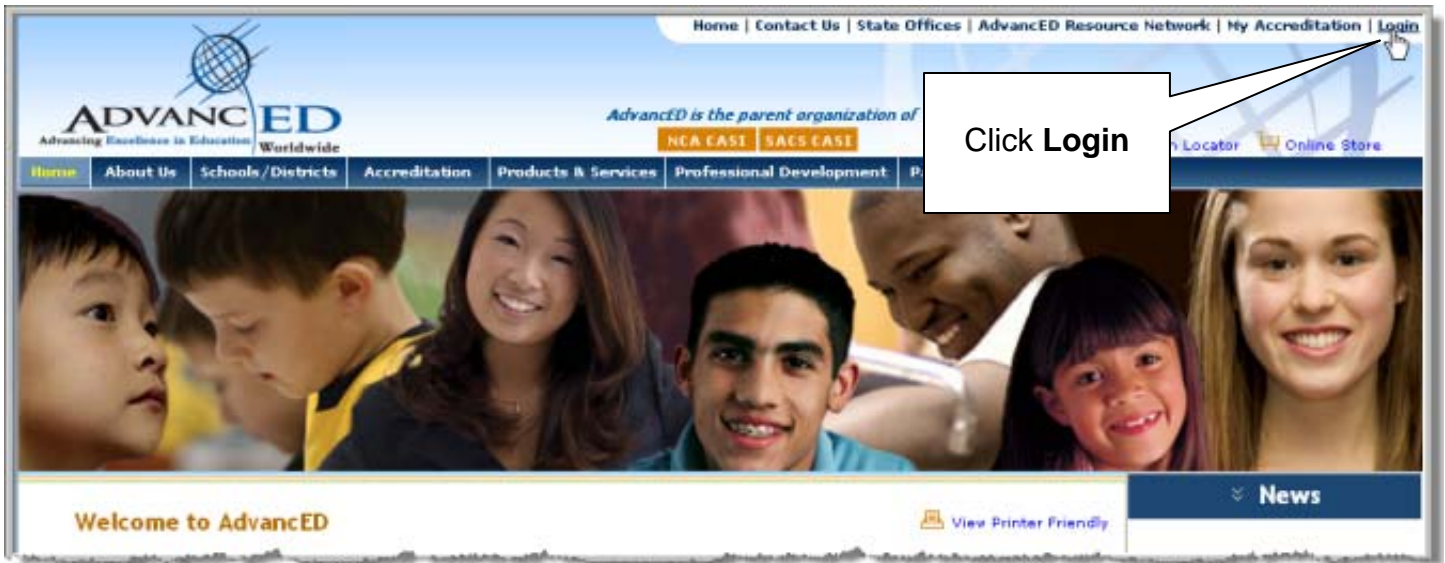


## Completing and Submitting the Standards Assessment Report

### Instructions for School Districts

To access the Standards Assessment Report:

1. Go to the AdvancED website [www.advanc-ed.org](http://www.advanc-ed.org).
2. Click **Login** in the upper right corner of the home page.



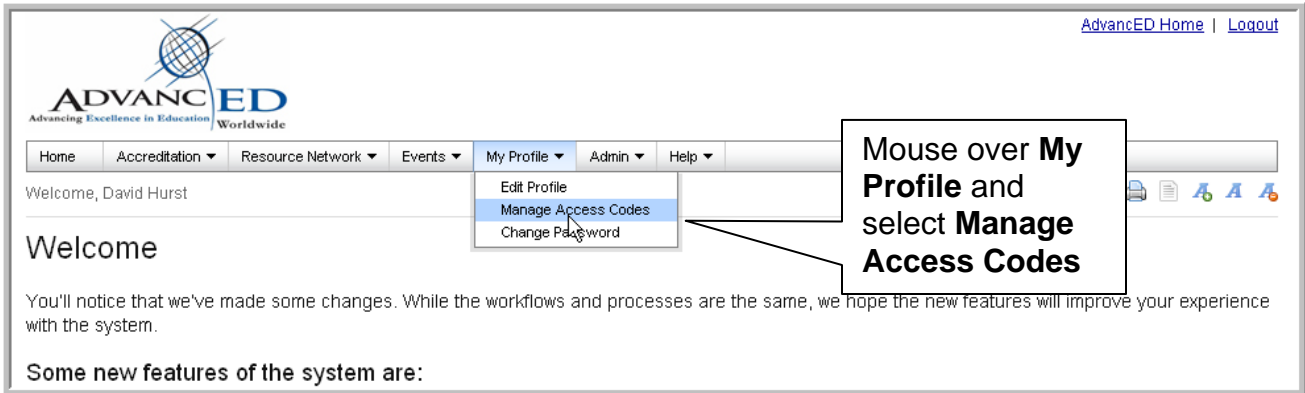
3. If you have registered on the website, you can follow the instructions to **Login**; otherwise, if you have not registered, click on the **Not registered yet** link and follow the instructions to register and provide your personal profile.
4. Enter your **Access Code**, which was assigned to you in order to manage school improvement/accreditation activities for your institution. If you are unable to locate the Access Code, contact our Help Desk at 800-525-9517 option 2.

**Add Access Code**

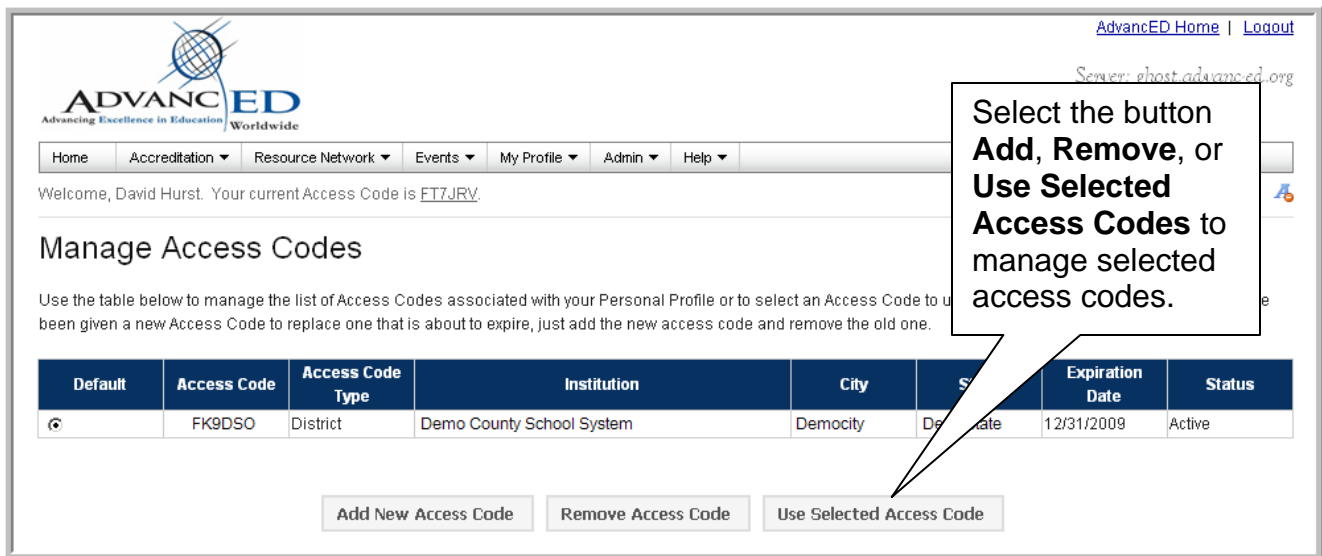
Please enter the access code below

Access code

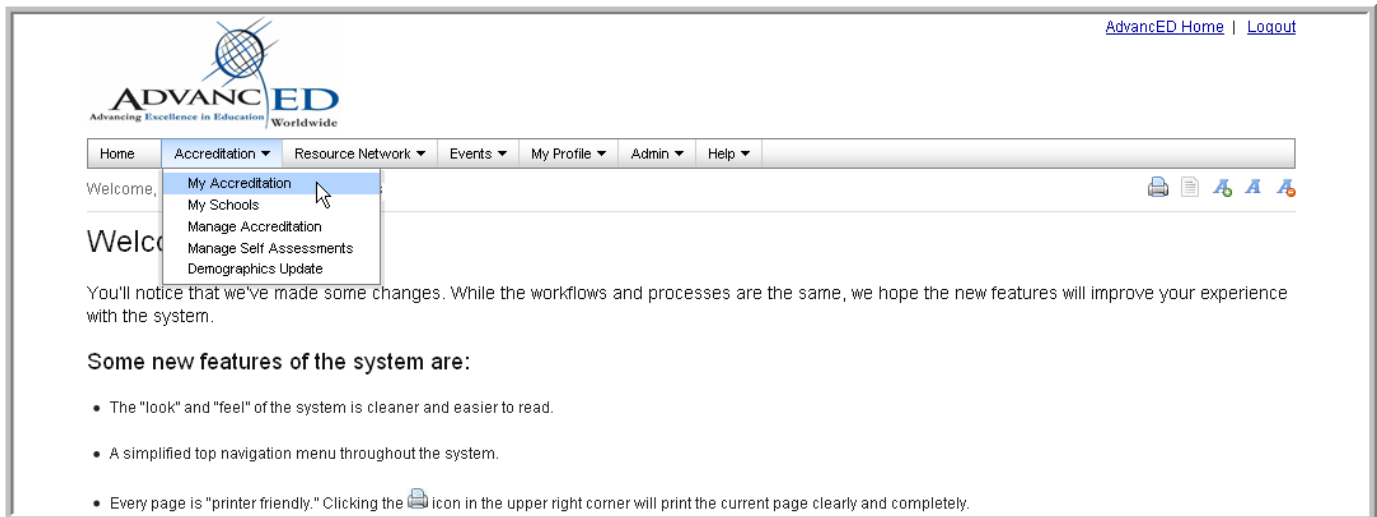
*Note:* If you have previously registered on the AdvancED website and need to update your Access Code, log in, mouse over the **My Profile** tab and select the **Manage Access Codes** option. Use the buttons to manage the list of Access Codes (if any) associated with your Personal Profile or to select an Access Code to use during this visit to the website.



5. If you have multiple access codes, select the code you wish to use, then click **Use Selected Access Code**.



6. After successfully logging in, mouse over the **Accreditation** tab, select and click **My Accreditation**.



7. The **My Accreditation** screen will display. Scroll down the window to the **Accreditation Tasks** section. Click on the **Begin** link to begin working on the **District Standards Assessment Report**.

**Accreditation Tasks**

Organization Status/ Accreditation Status: Accredited/Accredited  
 Accreditation Expiration Date: 06/30/2014  
 Date of Initial Candidacy:   
 Date of Initial Accreditation:   
 Current Accreditation Phase: SAR  
 Date of Last Update:   
 QAR Year:   
 QAR Visit Date:   
 In District Accreditation?:   
 Current Phase Status: Open

Phase	Open Date	Due Date	Submit Date	Action
SAR	06/01/2009			<a href="#">Begin</a> <a href="#">View</a> <a href="#">View PDF</a>

8. The Standards Assessment Report **Instructions** screen will display basic instructions for completing the report. Review the instructions and click **Next** to continue.

**Standards Assessment Report** Demo County School System

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**Instructions**

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**Instructions**

Effective for all schools/districts visited after July 1, 2009, the Standard Assessment Report will be available for public access.

The **Standards Assessment Report** is to be completed by the school at least six weeks prior to hosting a **Quality Assurance Review (QAR)** visit. It is strongly recommended that a wide and broad cross-section of the school community participate in completing this report. The completed report will be made available to the Quality Assurance Review Team prior to the visit. The following are the step-by-step instructions for submitting your Standards Assessment Report:

1. Complete the [Demographics](#) page to see examples of evidence for that standard, including
2. Respond to each indicator by choosing the option that most accurately reflects the progress your school has made toward meeting that indicator.
3. Answer the Focus Questions.

9. Review the purpose and structure of the report in the **Introduction** screen and click **Next** to continue to **Demographics**.

10. Review the **Demographics** information for your institution. If changes are needed, click **Exit** and update the demographics before continuing. Instructions for updating demographics for your institution are located at [http://www.advanc-ed.org/professional\\_development/elearning/](http://www.advanc-ed.org/professional_development/elearning/). Verify that the demographics are correct and up to date by clicking the **checkbox**. Click **Next** to continue.

Public/Non-public	Non-public	# Elementary Schools	3
Grade(s)	PK,K,1,2,3,4,5,6,7,8,9,10,11,12	# Middle Schools	1
Enrollment	3526	# High Schools	1
Religious Denomination			
# Unit Schools	0		

11. The rubrics and focus questions will appear for the first of each of the seven AdvancED standards. Complete the sections by using the radio buttons and text fields to enter your responses.

Standards Assessment Report Demo County School System

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✔ [Demographics](#)  
**Standard 1**  
[Standard 2](#)  
[State](#)

### 1. Vision & Purpose:

**STANDARD:** The system establishes and communicates a shared purpose and direction for improving the performance of students and the effectiveness of the system.

**Impact Statement:** A system is successful in meeting this standard when it commits to a purpose and direction that is shared system-wide. The leadership establishes expectations for student learning aligned with the system's vision that is supported by system personnel and external stakeholders. The system's vision guides allocation of resources, including student performance and district resources.

**Considering the Evidence**

**Definitions of Indicators Rubric:**

Rubric	Definition
Not Evident	Little or no evidence exists

QA Methods  
 Peer-To-Peer Practice  
 Conclusion

12. Scroll down to respond to the focus questions. Responses to the questions should support the school system's self-assessment on the indicators rubric. You may copy and paste content (use narrative text only) from existing documents into the report. Charts, graphs, photographs, and other objects *should not* be inserted into your SAR. These artifacts can be referenced in your response and should be available when the team comes on site for the QAR visit.

**Focus Questions**

Please respond to the following questions regarding the processes that are in place to support the school system's implementation of the research-based practices outlined in the indicators rubric. Responses to these questions should support the school system's self-assessment on the indicators rubric. Be thorough and concise in your answers, focusing on quality and depth over quantity.

1. What is the process for establishing and building understanding of and commitment to the vision statement among the school system and its stakeholders?

2. What is the system's process for maintaining and using information that describes the school system, its programs, services, and schools and their performance?

Spell check tool

Bullet and numbering tools

Click the **Source** button to see the html code.

To add text to the field, click the pencil icon. This will cause the editing tool bar to appear.

13. Continue scrolling down the page and select the **Overall Assessment** that best describes your district as it relates to the standard. Click **Save & Continue** and then click **Next** to continue to the next standard.

**Overall Assessment**

Not Evident      The school system has not committed to a shared purpose and direction. The system has little or no evidence that expectations for student learning are aligned with the system's vision with little support by system and school personnel and external stakeholders. Expectations for student learning do not serve as the focus for assessing student performance, system and school effectiveness. The vision has little influence on allocations of time and human, material, and fiscal resources.

Emerging      The school system has begun the process of engaging its stakeholders to commit to a shared purpose and direction. The system is developing expectations for student learning aligned with the system's vision that is supported by system and school personnel and external stakeholders. These expectations will serve as the focus for assessing student performance, system and school effectiveness but the process is not fully in place. The vision has some influence on allocations of time and human, material, and fiscal resources.

Operational      The school system has committed to a shared purpose and direction. The system and its schools have clearly defined expectations for student learning aligned with the system's vision that is supported by system and school personnel and external stakeholders. These expectations serve as the focus for assessing student performance, system and school effectiveness. The vision guides allocations of time and human, material, and fiscal resources.

Highly Functional      The school system has achieved a wide commitment by all groups of stakeholders to a shared purpose and direction. The system and its schools have clearly defined expectations for student learning aligned with the system's vision that is fully supported by system and school personnel and external stakeholders. These expectations serve as the focus for assessing student performance, system and school effectiveness. The vision guides allocations of time and human, material, and fiscal resources.

14. Complete all **Standards** sections for the **Standards Assessment Report** in the same manner. After completing all sections, click **Next** to continue to the **Quality Assurance Methods** section to answer questions concerning the school system's processes for quality assurance.

**Standards Assessment Report** Demo County School System

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### Quality Assurance Methods:


**Quality Assurance Questions**

Provide a brief description of the school system's processes for quality assurance. Please answer the following questions in the description:

1. What processes does the district use to monitor and document improvement?

 Click this icon to show the editing tool bar and begin entering text.

2. How does the district provide meaningful feedback and support to its schools and across the district?



A red X indicates that the section has not been fully completed.

15. The **Peer-to-Peer Practices** section is next. As part of the Standards Assessment Reporting process, each institution contributes at least one Peer-to-Peer Practice to the AdvancED Resource Network, an online knowledge network of practices, research, and tools. To submit the Standards Assessment Report, you must have submitted at least one Peer-to-Peer Practice in the last 12 months.

A peer-to-peer practice is a description of interventions, strategies, programs, or activities that have been identified by a school/district to be effective. It includes practices that support classroom teachers and/or schools/districts in their efforts to improve student learning.

Examples of practices that have been submitted include:

- **Classroom improvements**
- *Sample practices submitted:* Atlas Mapping Skills, Buddy Reading Groups, Student Folders/Portfolios
- **School improvements**
- *Sample practices submitted:* Collaborative planning, after-school tutoring, academy programs for freshmen and sophomores, etc.
- **District/system improvements**
- *Sample practices submitted:* 6+1 Writing Traits, Implementing School Improvement; Career Development

16. Click **Next** to continue to the **Peer-to-Peer Practice** screen will display. The message, “No results found” will display until a Practice has been added. Click the **Add/View Peer-to-Peer Practices** button to continue to the screen to complete the Practice.

The screenshot shows the 'Standards Assessment Report' interface for 'Demo County School System'. At the top, there are navigation buttons: '<- Previous', 'View PDF', 'Save & Continue', 'Save & Exit', 'Submit SAR', 'Exit', and 'Next'. The main content area is titled 'Peer-to-Peer Practice' and contains instructions about submitting practices to the AdvancED Resource Network. A table titled 'Peer-to-Peer Practices Submitted in Last 12 Months' is shown with the message 'No results found.' and an 'Add Peer-to-Peer Practices' button. Annotations with callout boxes provide the following information:

- Click here to learn more about peer practice submissions.** (Points to a link in the instructions section)
- Note that after completing the section the red X becomes a green checkmark.** (Points to a green checkmark next to 'Standard 1' in the left sidebar)
- Click here to add a practice.** (Points to the 'Add Peer-to-Peer Practices' button)
- If your district has not submitted a practice in the last 12 months, the search will say No results found.** (Points to the 'No results found.' message in the table)

The submission form asks for the following information:

- Name of the practice
- Contact information for the practice
- Description of the practice - Describe what you were trying to accomplish, how it was implemented, and what evidence you have that it worked
- Subject areas, grade levels, student groups, and adult groups - Select from a list of choices the various areas, levels, and groups to which the practice applies
- Length of implementation of the practice
- Resources - Describe the human, material, and financial resources needed to implement the practice
- Research - Identify any research that supports the practice
- Conclusion - Describe your next steps in implementing the practice

17. After clicking the **Add Peer-to-Peer Practices** button, the demographic information for your institution will display. Review for accuracy and if correct, click **Continue**. If not correct, contact the person listed to update the demographics before continuing.

### Confirm Demographics

The demographics currently on record for your institution are displayed below. If these demographics are accurate, click **Continue** to continue with the submittal of the practice. If these demographics are out of date, please click on **Cancel** and contact the person listed below to update the demographics for your institution before submitting the practice.

**Institution: Demo County School System**

Public/Non-public:	Public	# Elementary:	23
Beginning Grade:	K	# Middle Schools:	3
Ending Grade:	Ungraded	# High Schools:	3
Enrollment:	13151	# Unit Schools:	0
		# Other Schools:	0

**Accreditation Contact Information**

Name:	Demo County Administrator
Phone Number:	555-555-1212
E-mail:	dct@democounty.k12.ds.us

18. After your have confirmed your institution's demographics, you will be asked to accept the Terms and Conditions. Click **Accept** to continue to the Peer-to-Peer Submission Form.

### Terms and Conditions

I accept the AdvancED Terms and Conditions for submittal of content to the AdvancED Resource Network.

To review the AdvancED Terms and Conditions, [click here](#).

19. When the **Peer-to-Peer Practice Submission Form** appears, enter your responses in the appropriate fields. Save your work often! When finished, click **Submit**.

### Peer to Peer Practice Submission Form

Submit
Save
Save and Exit
Cancel

#### Demographics

**Institution: Demo County School System**

Public/Non-public	Public	# Elementary Schools	23
Beginning Grade	K	# Middle Schools	3
Ending Grade	Ungraded	# High Schools	3
Enrollment	13151	# Unit Schools	0
		# Other	0

#### Practice

1. Name of Peer-to-Peer Practice\*
2. Primary Contact Name\*
3. District Name\*
4. Submission Date
5. Description of this practice: Briefly describe what you were trying to accomplish; how it was implemented; and what evidence you have that it worked.\*

20. You will receive an on-screen confirmation for your Peer-to-Peer Practice submission. You will receive an e-mail notification upon approval of your practice. Click **OK** to continue. The **Manage Content** screen will re-display and the Practice you added will display in the list of Peer-to-Peer Practices. The last section of the **Standards Assessment Report** is the **Conclusion** section. Click the **Conclusion** link to continue.

### Standards Assessment Report Demo County School System

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## Peer-to-Peer Practice

As part of the Standards Assessment Reporting process, each institution contributes at least one Peer-to-Peer Practice to the AdvancED Resource Network, an online knowledge network of practices, research, and tools. The table below lists the **submitted** and qualified practices for the last 12 months. If your institution has **submitted** a Peer-to-Peer Practice in the last 12 months, it will be displayed for the SAR.

If you would like to include a Peer-to-Peer Practice that has not been submitted, click on **Add Peer-to-Peer Practices** below; your Standards Assessment Report will be saved. At least one submitted practice must be included in the list before the Standards Assessment Report can be submitted. Please click [here](#) for more details.

Thank you in advance for contributing your practice to our global learning community by enabling other practitioners to learn and benefit from your experiences.

#### Peer-to-Peer Practices Submitted in Last 12 Months

ID	Name	Description	Submit Date
4637	District Budget Process	This districtwide practice has developed a budget process for the school level and central office, that is...	09/19/2008

The Peer-to-Peer section will indicate complete.

Your newly submitted practice will be displayed.

21. The **Conclusion** section calls for comprehensive narrative responses. Enter your responses to the conclusion questions by clicking the pencil icon. It is recommended that you click the **View PDF** button and print a copy of your SAR before you submit it. When you are finished, click the **Submit SAR** button.

The screenshot displays the 'Standards Assessment Report' interface for the 'Demo County School System'. At the top, there is a navigation bar with buttons: '<- Previous', 'View PDF', 'Save & Continue', 'Save & Exit', 'Submit SAR', 'Exit', and 'Next'. A mouse cursor is pointing at the 'View PDF' button. Below the navigation bar is a sidebar menu with links for 'Instructions', 'Introduction', 'Demographics', 'Standard 1' through 'Standard 7', 'QA Methods', and 'Peer-To-Peer Practice'. The 'Conclusion' section is currently selected. The main content area shows the title 'Conclusion' and a question: 'The following focus questions reflect the school's overall...'. Below this, a question is listed: '1. As you review your responses to the standards, what major trends, themes, or areas of focus emerge that cut across the seven standards?'. A pencil icon is visible in the top left corner of the response area, with a callout box stating 'Click the pencil to see the editing tools, then enter your responses.' Another callout box points to the 'Submit SAR' button, stating 'When you are sure the SAR is complete, click the **Submit SAR** button.'

Your state office will be notified upon completion of your report. *Note: Once submitted, you may not make any changes.*