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| **Pacific Union Conference** |
| **Annual Curriculum Audit and Accreditation Progress Report**(For Senior Academy, Junior Academy, Extension School, Affiliate School and Elementary Schools offering Algebra I) |
| School: |       |
| Address: |       |
| Principal: |       |
| Registrar: |       |
| Conference: |       |
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| **Curriculum and Course Offerings:** |
| * Report for School Year:
 |       |
| * Proposed Courses for School Year:
 |       |
|  | *(Schools doing an annual review in the spring will provide data for both years.)* |
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| **WASC/NAD/AAA Annual Progress Report:** |
| * Critical Areas of Growth
 |
| * School Improvement Action Plans
 |
| Next Accreditation Visit: |       |
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| **Instructions for Each Section of the Report Form** |
| This report is significantly different from previous reports because it ***includes the Annual Progress Report*** that schools normally submit to the NAD. This report is to be submitted to the Conference Office of Education by each senior academy, junior academy, extension school, affiliate school and elementary school offering Algebra I for high school credit. ***The report is to be submitted on or before the date set by the LCOE superintendent of schools or designee***. (See “Secondary Curriculum Review Committee” *Education Code* C21-124.) |
| **TITLE PAGE:** Provide the information requested. |
| **SECTION I: CURRICULUM**1. Indicate the type of program that has been authorized. Elementary schools offering Algebra I for high school credit **must** complete section A4.
2. Provide information as to how students are meeting the “Community Service/Service Learning” graduation requirement and how it is being coordinated by the school.
3. The Pacific Union Conference Education Code no longer has a “Work Experience” graduation requirement. However, if a “Work Experience” graduation requirement is being implemented by the school, please provide information on the school's policy and how students are meeting this requirement.
4. A course outline must be on file at the principal’s office or the Conference Office of Education. When a new course is being offered, a course outline must be attached to this document for review by the Curriculum Review Committee.
5. Indicate the various diplomas offered by the school.
6. Attach a copy of the budget indicating amount budgeted/spent on library/media technology.
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| **SECTION II: PERSONNEL ASSIGNMENTS AND COURSE INFORMATION**Supply the information as requested for each of the columns A through K. |
| **COLUMN A:** List *names* of Secondary Faculty. Indicate other *assignments*. (Examples: Jr. High math, Senior Class sponsor, Hiking Club sponsor, after school supervision, etc.)**COLUMN B:** *Teaching Certificate* List the *state* in which the teacher holds certification. (“Denom” refers to **denominational certificate**) – Use the symbols below to indicate the type of valid denominational certificate the teacher holds:**B**=Basic; **C**=Conditional; **D**=Designated Subjects/Service; **P**=Professional; **S**=Standard**COLUMN C:** *List courses taught by each teacher.* (Examples: Religion I, World History, etc.) Course titles, as far as possible, should parallel course listings in curriculum guides.**COLUMN D:** *Subject Endorsement* – Indicate “Yes” or “No” to show whether the teacher has a valid subject endorsement for each course taught. (This includes the Conditional and Designated Subjects/Services Certificate). Verify the endorsement with information obtained from the latest information available from the Local Conference Office of Education.**COLUMN E:** Indicate *which* Seventh-day Adventist college/university or local conference office of education has approved the course for *dual credit* through a matriculation agreement with an accredited institution. (**LSU, PUC, Other**) | **COLUMN F:** Write “Yes” or “No” to indicate if course outline has been approved by the University of California.**COLUMN G:** Indicate the *number of students* currently enrolled in the course.**COLUMN H:** Indicate the number of *semesters* each course is taught. Put a “1” if it is a one-semester course and a “2” if it is a two-semester course. If it is less than a semester indicate the number of weeks the course is offered. **COLUMN I:** Indicate the *credit granted* for the course. Use semester periods. (Example: 5 s.p. / 10 s.p.) Credit granted must be consistent with the number of minutes the class has met.**COLUMN J:** Give the weekly student-teacher contact time in *minutes*. Do not include break time or passing time. Laboratory courses, such as Biology, require a minimum of 240 minutes per week.**COLUMN K:** Indicate “Yes” or “No” if the textbook used for the course is listed in the current North American Division *Secondary Textbook List*. Indicate “None” if a textbook is not used for the course. If “No” is listed, please complete the “Textbook Audit” section of this report. |
| **SECTION III: DISTANCE EDUCATION PROVIDERS AND COURSE INFORMATION**Supply the information for correspondence courses, distance education, and credit recovery as requested for each of the columns A through K. |
| **SECTION IV: TEXTBOOK AUDIT**Provide the information requested for each textbook that is not listed in the current Secondary Textbook List. The “Approval Date” is the date the superintendent of schools or designee, granted approval for the use of each alternative text. |
| **SECTION V: ATTACHMENTS**Attach a copy of each document requested. |

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| **NAD/AAA ANNUAL PROGRESS REPORT**Every senior academy accredited by AAA is to complete an annual progress report even if WASC did not request an annual progress report. The policy is:* Schools no longer submit an annual progress report directly to the NAD;
* The Progress Report will be a part of the annual curriculum and credit review (Pacific Union Protocol);
* The Progress Report will go through a **“peer review”** process at the local conference level (Pacific Union Protocol);
* The Pacific Union will submit a report to the NAD listing schools that have complied with submission of the annual progress report;
* Conferences that do a Fall Curriculum Review will need to have schools update the Annual Curriculum and Accreditation Review and approve courses to be offered next school year as outlined in the *Education Code*;
* It is important to report on the progress that has been made on the adopted **School Improvement Action Plan**; some conferences may require the school to attach a copy of the school board adopted School Improvement Action Plan;
* Follow instructions that are included in the Progress Report.
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| **SECTION I: CURRICULUM**  |
| 1. Type of program authorized: (*Please check appropriate boxes*.)
 |
| 1. **Junior Academy**
 |
|  | [ ]  |  | Multi-grade Classroom Grades 7-9 (*Education Code* A14-124) |
|  | [ ]  |  | Secondary School Affiliate Program (*Education Code* A14-144) |
|  | [ ]  |  |  | Senior Academy affiliated with |       |
|  | [ ]  |  | Standard Program Grade 9 (*Education Code* A14-128) |
|  | [ ]  |  | Standard Program Grades 9 and 10 (*Education Code* A14-132) |
|  | [ ]  |  | Subject Alternation Program Grades 9-10 (*Education Code* A14-136) |
|  |  |  |  |
| 1. **Senior Academy, Grades 9-12**
 |
|  | [ ]  |  | Block/modified Schedule |
|  | [ ]  |  | Intensive Block Schedule |
|  | [ ]  |  | Traditional Schedule  |
|  |  |  |  |
| 1. **Elementary School – Offering Algebra I in 8th grade** (*Education Code* C14-116)
 |
|  | (a) |  | Date authorized by conference office of education  |       |
|  | (b) |  | Total minutes/week |       |
|  | (c) |  | Credits  |       |
|  | (d) |  | Text used |       |
|  | (e) |  | Teacher |       |
|  | (f) |  | Certificate |       |
|  | (g) |  | Endorsement |       |
| 1. Describe how students are meeting the “Community Service/Service Learning” graduation requirement, and who is responsible for coordinating this program.
 |
|       |
| 1. If your school has chosen to implement a “Work Experience” graduation requirement, please describe your school's policy and how students meet this requirement.
 |
|       |
| 1. Describe the process for approving course outlines.
 |
|       |
| Date Completed |       |
| 1. Diploma Offered:
 |
|  | [ ]  | Basic | [ ]  | College Prep | [ ]  | Other |       |
| 1. Attach a copy of the budget indicating amount budgeted/spent on library/media technology.
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| **SECTION II: PERSONNEL ASSIGNMENTS AND COURSE INFORMATION** |
| **(A)****Secondary Faculty** | **(B)****Certification** | **(C)****Courses Taught** | **(D)****Demon. Endorsement**(Y/N) | **(E)****Dual Credit**(LSU,PUC,Other) | **(F)****UC****Approved**(Y/N) | **(G)****Current Class Enrollment** | **(H)****1 or 2 Semesters** | **(I)****Semester Credit** | **(J)****Total Minutes per week** | **(K)****Texts NAD Approved**(Y/N) |
| **State**(which) | **Denom**.(type) |
| Name:      |       |       |       |       |       |       |       |       |       |       |       |
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| **SECTION II: PERSONNEL ASSIGNMENTS AND COURSE INFORMATION** |
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| **State**(which) | **Denom**.(type) |
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| **State**(which) | **Denom**.(type) |
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| **SECTION II: PERSONNEL ASSIGNMENTS AND COURSE INFORMATION** |
| **(A)****Secondary Faculty** | **(B)****Certification** | **(C)****Courses Taught** | **(D)****Demon. Endorsement**(Y/N) | **(E)****Dual Credit**(LSU,PUC,Other) | **(F)****UC****Approved**(Y/N) | **(G)****Current Class Enrollment** | **(H)****1 or 2 Semesters** | **(I)****Semester Credit** | **(J)****Total Minutes per week** | **(K)****Texts NAD Approved**(Y/N) |
| **State**(which) | **Denom**.(type) |
| Name:      |       |       |       |       |       |       |       |       |       |       |       |
| Other Assignments: |  |       |       |       |       |       |       |       |       |       |
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| Name:      |       |       |       |       |       |       |       |       |       |       |       |
| Other Assignments: |  |       |       |       |       |       |       |       |       |       |
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| Name:      |       |       |       |       |       |       |       |       |       |       |       |
| Other Assignments: |  |       |       |       |       |       |       |       |       |       |
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| Name:      |       |       |       |       |       |       |       |       |       |       |       |
| Other Assignments: |  |       |       |       |       |       |       |       |       |       |
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| **SECTION III: DISTANCE EDUCATION AND COURSE INFORMATION** |
| **(A)** | **(B)****Certification** | **(C)****Courses Taught** | **(D)****Date Approved** | **(E)****Dual Credit**(LSU, PUC,Other) | **(F)****Credit****Recovery**(Y/N) | **(G)****UC****Approved**(Y/N) | **(H)****Current Class Enrollment** | **(I)****1 or 2 Semesters** | **(J)****Semester Credit** | **(K)****Total Mins. Per Week** |
| **Distance Education Providers** (i.e., Acellus, Griggs, etc.) | **Secondary Faculty** | **State**(which) | **Denom**.(type) |
|       |       |       |       |       |       |       |       |       |       |       |       |       |
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| **SECTION IV: TEXTBOOK AUDIT** |
| If a “No” has been indicated in column “K” of the *Personnel Assignments and Course Information*, please provide the information requested below. |
| **Grade** | **Subject** | **Text and Publisher** | **Copyright Date** | **Listing in Previous Textbook List** | **If “NO”, provide date approved by conference** |
|       |       |       |       |       |       |
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| **SECTION V. ATTACHMENTS** |
| 1. Attach a copy of the current class schedule. If a schedule is published each semester, attach a copy for both semesters. Include a Friday schedule.
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| 1. Attach a copy of the budget indicating amount budgeted and/or spent on library and media technology.
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| of the |
|  | **Conference** |
| A Progress Report of theFull-scale Evaluation done on |
|       |
| Prepared for**The Pacific Union Conference**and**The North American Division Commission on Accreditation**of the**Accrediting Association of Seventh-day Adventist****Schools, Colleges, and Universities, Inc.** |
| Date of Report Preparation |
|       |

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| Commission on AccreditationNORTH AMERICAN DIVISION |  |
| **SCHOOL PROFILE SUMMARY REPORT***To be completed by the Principal, confirmed by the Evaluation Chairperson and submitted with the Visiting Committee Report.* |
| SCHOOL IDENTIFICATION: |
| School Name: |       | School ID: |       |
| Address: |       |
| Conference: |       | Union: | Pacific |
| Principal: |       | E-mail: |       |
| School Type: |       | # Constituent Churches: |       | Membership: |       |
| ENROLLMENT DATA: *(Current School Year)* | % Current Students from Adventist Homes: |       | % |
|  |
|  | Opening Enrollment History and Projected Enrollment Total for ALL Grades |
|  | 3 Years Ago | 2 Years Ago | 1 Year Ago | Current Year | Grade: | 9 | 10 | 11 | 12 |
| Opening Enrollment |       |       |       |       | # Boys |       |       |       |       |
| ELL |       |       |       |       | # Girls |       |       |       |       |
|  |
| PERSONNEL DATA: *(Current School Year)* |
|  | Number of Total Staff (FTE): Administrative: |       |  | Certificated Instructional: |       |
|  | K-12 School Only: Number of Certificated Instructional (FTE): |  | K-8: |       | 9-12: |       |
|  | Number of Staff (Head Count) Part-time: |       |  | Classified/Support Staff: |       |
| FINANCIAL DATA: *(Last Fiscal Year)* |
|  | Total Operating Expense (Last Fiscal Year): |       |  | Actual Increase (Decrease): |       |
|  | Total Tuition/Fees Income (as % all income): |       |  | Operating Expense Per Std: |       |
| ACCREDITATION DATA: |
|  | Date of Prior Full Evaluation Visit: |       |  | Term Granted: |       |
|  | Date of Any Additional Visits: |       |  | Type of Visit: |       |
| SIGNATURE: |
|  | Completed By: |       |  | Date: |       |

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| **PROGRESS REPORT** |
| Example: |
| **Critical Areas of Growth:**That the administration make an annual report to the board in the progress in implementing the recommendations in the 2012 Visiting Committee Report. |
| **School Response:**The first report was made to the board at the March 2013 meeting. Since then, an annual report has been given to the board as well as periodic updates during the school year. |
| **Critical Areas of Growth # 1** |
|       |
| **School Response:** |
|       |
| **Critical Areas of Growth # 2** |
|       |
| **School Response:** |
|       |
| **Critical Areas of Growth # 3** |
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| **School Response:** |
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| **Critical Areas of Growth # 4** |
|       |
| **School Response:** |
|       |

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| **Critical Areas of Growth # 5** |
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| **School Response:** |
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| **Critical Areas of Growth # 6** |
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| **School Response:** |
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| **Critical Areas of Growth # 7** |
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| **School Response:** |
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| **Critical Areas of Growth # 8** |
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| **School Response:** |
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| **PROGRESS REPORT – ACTION PLANS** |
| Examples:  |
| **School Standard No. 28** (Implement block schedule in program) |
| **School Response:**Teachers took part in developing new schedule. In-service was conducted to help teachers utilize longer periods to best advantage. New schedule was implemented in the 2012-2013 school year. |
| **Action Plan No. 1** (Rebuild Girl’s Dorm)  |
| **School Response:**The architect’s plans have been completed and approved by the board. Contracts have been signed and work has begun. Present progress indicates that the building will be completed by \_\_\_\_\_\_\_\_\_\_\_\_\_\_. |
| **Action Plan No.**  |       | (Synopsis of Action Plan) |
|       |
| **School Response:** |
|       |
| **Action Plan No.**  |       |  |
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| **School Response:** |
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| **Action Plan No.**  |       |  |
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| **School Response:** |
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| **Action Plan No.**  |       |  |
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| **School Response:** |
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| **Action Plan No.**  |       |  |
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| **School Response:** |
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| **Action Plan No.**  |       |  |
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| **School Response:** |
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| **Action Plan No.**  |       |  |
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| **School Response:** |
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Updated August 30, 2017

Curriculum Audit