

# Instructions for Annual, Interim and Revisit Reports

1. Refer to the chart to determine the extent of the report you are to complete and how often

Type of term	General Information Page	Major Recommendations	Subject and Standards Recommendations	How Often
Six Clear (6 Clear)	√	√		In the third year
Interim Review (6-IR)	√	√	√	Every year
Revisit (PR-2 or PR-3)	√	√	√	Every year
Probation	√	√	√	Probation is only one year

The annual report is due each year that an interim report, revisit report or self-study is not due.

2. The **major** elements of the Interim and Revisit report

- a. Cover page.
  - i. Interim Report
  - ii. Revisit Report
  - iii. Annual Report
- b. General Information Form
- c. Format of report

3. Submit the form electronically to the Associate Superintendent