



# Instructions for Progress Reports

Progress reports are required of most NAD Adventist schools each year. Below is a chart showing who needs to complete the Progress Report, and what needs to be included. A General Information form can be found on the NAD website, <http://nadeducation.org/dynamic/files/416.pdf>

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

## Sample format:

**Major Recommendation #2:** That the board and administration develop and implement a formal, written marketing plan.

**School Response:** The school board, on January 23, 2007, has voted a formalized marketing plan that sets monthly goals for the recruitment and retention of XYZ Academy students. This plan must go to the finance committee on March 14, 2007 for the funding. A copy of the plan is attached.

**Recommendation #6:** That the board and administration vent the chemical storage room to the outside of the building.

**Schools Response:** The room was vented using a power vent system on January 23, 2007.

**Recommendation #6:** That the constituency, board and administration develop a long-range strategic plan to recruit more of the available Adventist children in the constituent churches.

**School Response:** This is an issue that the board has discussed and has some recommendations for the constituency which meets April 4, 2007. The final decisions will come from the constituency, so there is no definitive action on this recommendation