

Appendix C

Pre-Visit Follow-Up Letter to School

Chair's Letterhead

Date

Head of School
Evaluated School
City, State, Zip

Dear _____:

That was an informative and pleasant meeting we had together this past week. Many thanks for your hospitality and the chance to meet you and your staff under relaxed circumstances.

I believe we made considerable progress in planning the visit and I am enclosing a copy of the tentative schedule we worked out. I shall look forward to receiving the completed *Self-Study Report* (both print and electronic copies) and the related documents, including the confidential information. You indicated I would receive this material at least one month before the date set for our arrival on campus. I feel after talking to you and your colleagues, I already have a very good picture of the evolution of the school and the direction it is taking.

The evaluation should be an interesting one and a good experience for the school. If there is anything further I should know or receive before my arrival with the visiting committee, I hope you will let me know.

Warm regards,

Chair of the Visiting Committee

Enclosure: Tentative Schedule

cc: Director of the Commission on Independent Schools