

# ACCSC SCHOOL GUIDE – OPERATIONS MANUAL

## Bayside Projects Consulting Free Download Reference Guide

Suggested Operations Manual for ACCSC-accredited schools. The elements proposed may vary depending on the institution's scope and size. ACCSC standards are subject to change. We recommend confirming your operation's manual complies with best practices, licensing, ACCSC, and any additional regulatory standards that may apply.

DOCUMENTS	
<b>Academics</b>	Externship Evaluation Forms
	Lesson Plan Template
	Practical Evaluation Forms
	Sample Student Academic File
	Standardized Rubrics
	Student Advising Form
	Syllabus Template
	Theory Evaluation Template
Tutoring Session Form	
<b>Admissions</b>	Admissions Process Checklist
	Enrollment Agreement - Current and Past Versions
	Entrance Exams
	Enrollment Disclosures and Acknowledgement Forms
	New Student Orientation
	Sample Admissions File for Full Enrollment Student
	Sample Admissions File for Student Transferring Hours/credits
Transfer of Hours/Credits Form	
<b>Attendance</b>	Externship Attendance Records
	Class Attendance Roster
	Student Attendance Record
<b>Catalog</b>	Catalog - Current and Past Versions
<b>Employee File</b>	ACCSC Faculty Personnel Form
	ACCSC Staff Personnel Form
	Admissions Policies and Practices Training Acknowledgement Form
	Admissions Code of Conduct Acknowledgement Form
	Annual Employee Performance Review Form
	Employment Application
	Faculty Evaluation – Class Observation Form (onsite and online)
	Job Descriptions
	New Employee Disclosures and Acknowledgement Forms
	New Employee Orientation Form
	New Faculty Member Orientation Form
	Prior Work Experience Verification Form
Professional Development Plan	
Sample Employee File	
<b>Financials</b>	Annual Operating Budget
	Payment Authorization Form
	Refund Calculation Worksheet
	Student Payment Records – Ledger Card
	Sample Financial File for a Graduate Student

	Sample Financial File for a Withdrawn Student
<b>Health and Safety</b>	Emergency & Fire-Drill Checklist/Form
	Emergency and Evacuation Plan
	Incident and Accident Report
<b>Human Resources</b>	Employee Manual
	Faculty Handbook
	Grievance Follow-Up Form
	Organizational Chart
	Personnel Advising Form
<b>Institutional Planning</b>	Operations Annual Calendar
	Institutional Outcomes Report for Quarterly Meetings
	Meeting Guidelines: Academic, Staff, PAC, IAIP, Financial
	Survey Guidelines: End of Course, Graduate, Student, Employer, Employee, Policies
<b>Inventories</b>	Instructional Inventory: Equipment, Supplies, Technical Infrastructure
	Learning Resource Center Inventory: Equipment, Supplies, Technical Infrastructure
	Operations Inventory: Equipment, Supplies, Technical Infrastructure
<b>Learning Resources</b>	Onsite Learning Resources Inventory
	Online Learning Resources Contracts
<b>Permits, Licenses, Insurance</b>	Board Permits/Licenses (when applicable)
	Insurance Policies: General Liability, Employee Theft
	School State License or Exception
	Zoning Compliance: Occupational Permit, Business Tax, Fire Inspections
<b>Program Outcomes</b>	ACCSC Graduation-Employment Chart
	ACCSC Retention Chart
	Program Outcomes Report by Cohort
	Program Outcomes Report by Fiscal Year
<b>Student Services</b>	Diploma and Certificate Templates
	Employment Verification Form
	Exit Interview Form
	Grievance Follow-Up Form
	Leave of Absence Form
	Sample Graduate File
	Sample Withdraw File
	Satisfactory Academic Progress (SAP) Form
	Student Advising Form
	Student Change of Status Form
	Transcript Request Form
	Transcripts

Need assistance with your institution’s ACCSC initial accreditation? We are glad to help. Visit our [ACCSC Accreditation Page](#) for the application process information and additional reference guides. Visit [ACCSC Accreditation Consulting](#) for a list of the services we provide. Request a complimentary consultation. [Bayside Projects Consulting](#).