

ACCSC SCHOOL – ANNUAL OPERATIONS CALENDAR

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Sample operations calendar for ACCSC-accredited schools, a starting point to help you create your own. It may vary depending on the institution's scope and regulatory deadline schedules.

MONTH	TO DO
January	Prepare Survey & Institutional Outcomes Reports
	Conduct Quarterly Financial Meeting
	Conduct Annual Program Reviews by Academic Department
	Conduct Quarterly IAIP Follow-Up Meeting
	1 st Teacher Planning Day of the Year: Instructional Methodologies Continuing Education
February	Conduct Annual Surveys: Policies, Personnel, Active Students
	IAIP Report: Start Preparing New Report – Data Collection
	Conduct Annual Inventory: Instructional, Operations, Learning Resource System, Technical Infrastructure
March	IAIP Report: Continue Work on New Report
	Annual Faculty Evaluations & Class Observations
	Annual Personnel Performance Reviews
	Submit Financials to State and Accrediting Agencies
April	IAIP Report: Present Preliminary Report to Executives and Staff
	Conduct Annual PAC Meeting and Present IAIP Report
	IAIP Report: Distribute Official Report including PAC Member’s Feedback and Agreed Action Items
	Conduct Annual Staff Meeting (present IAIP annual report, past year results, plans for next 12 months)
	Conduct Quarterly Financial Meeting
	Conduct Quarterly Academic Meeting
May	Conduct 1 st Emergency-Fire Drill of the Year
	Audit Employee Files
June	Audit Active Student Files
July	Prepare Survey & Institutional Outcomes Reports
	Conduct Quarterly Financial Meeting
	Conduct Quarterly Academic Meeting
	Conduct Quarterly IAIP Follow-Up Meeting
August	Audit Graduate Files
September	Audit Withdraw Files
October	Prepare Survey & Institutional Outcomes Reports
	Conduct Quarterly Financial Meeting
	Conduct Quarterly Academic Meeting
	Conduct Quarterly IAIP Follow-Up Meeting
	2 nd Teacher Planning Day of the Year: Professional Development Continuing Education
November	Conduct 2 nd Emergency-Fire Drill of the Year
	Issue Operating Budget for Next Calendar Year
	Submit Annual Data Collections
December	End-of-Year Activities

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. www.baysideprojects.com