

The Report Narrative

The narrative portion of the report should convey the findings of the team. It should expand upon the information shared in the oral report and follow the same general format:

- a summary of the successes of the school in fulfilling its plan;
- a summary of the areas of the plan, if any, in which the school has fallen short of completion, including acknowledgement of rationale for the shortfall, if any, that has been provided or discovered;
- a summary of the strengths of the school in providing Marianist Education. This may include references to elements of the plan as well as additional strengths noted by the team;
- challenges the school faces in continuing to improve its delivery of Marianist Education;
- recommendations for addressing the challenges.

The written report is sent digitally via e-mail to the Office of Sponsorship and to the President, Principal, and MIT Coordinator of the school. After review, the Office of Sponsorship will write a commentary on the Visit Report, affirming the findings and addressing any additional concerns. The administration of the school will acknowledge in writing the Visit Report and the commentary.

With acknowledgement of the Visit Report, the four-year Mission Integration cycle formally ends and the next cycle begins.

Marianists value reflection as essential for growth. The Visit Report serves as an important tool for the members of a school community to reflect on their mission. It is both a record of a school's progress in its development as a Marianist-sponsored school and also serves as an indicator of future direction for the continuation of that development.

Other brochures in this series include:

Overview of the Process
The Team Visit
Skills for the Visit
Visit Ethics and Attitudes
Team Leadership

If you have questions regarding the content of this brochure, please feel free to contact::



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Mission Integration
School Visiting Teams



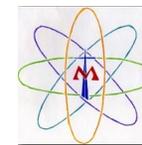
Sixth in a series

The Visit Report

Office of Sponsorship - Marianist Province of the United States

Communicating the observations and inferences gleaned from the School Visit is an important responsibility of the Visiting Team. This communication occurs through an oral report at the end of the visit and through a more formal written report, which becomes the official record of the team's observations. Although the Chair of the Visiting Team delivers these reports, their preparation involves the collaboration of the entire Visiting Team.

This brochure outlines the format and content of these reports.



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The Oral Report

The last act of the Visiting Team at the school is the delivery of the oral report. The report is typically delivered to the President and Principal of the school. Additional people, such as the Mission Integration Team (MIT) Coordinator may be present at the discretion of the school administrators. The oral report is typically delivered by the Chair of the Visiting Team. Other members of the Visiting Team are encouraged to attend if possible.

While the oral report must be delivered before the Visiting Team has the benefit of time to reflect on the visit, it is important that it address all of the main observations that will be covered in the written Visit Report. No one who hears the oral report should be surprised by anything that appears in the written report.



The oral report should summarize the conclusions reached by the Visiting Team. All areas to be addressed in the written report should be covered. The general format includes a discussion of:

- the school's efforts to implement its Mission Integration Plan, including successes and shortfalls;
- strengths of the school in providing

Marianist Education;

- challenges the school faces in continuing to improve its delivery of Marianist Education and the Visiting Team's recommendations for addressing those challenges.

Be careful to not be overly prescriptive in offering recommendations. Recommendations are suggestions rather than requirements. The Visiting Team will have noted some areas for possible improvement and is recommending that these areas be addressed.

How the school addresses them is the purview of the school, not of the Visiting Team. There is a delicate balance to be maintained between prescription and suggestion.

For example, recommending that the school investigate and implement ways to increase prayer opportunities for students is preferable to recommending the school schedule a weekly prayer service. It is certainly appropriate to suggest resources of which you may be aware or ideas that have proven successful at other schools, but these should be presented as possibilities, not requirements.

As part of the oral report, the Chair of the Visiting Team should remind the administrators of the process to be followed in the continuing communication involving the written report, commentary by the Office of Sponsorship, and written response by the administration. An outline of this process can be found



in the brochure: *Overview of the Process*.

The Written Report

The written report is the formal record of the findings of the Visiting Team. While the Chair bears the responsibility for writing the report, a Marianist approach assumes that the report will be a collaboration of all members of the Visiting Team. Typically, the Chair prepares a draft and circulates it to the team for comment, the comments are incorporated in a revised draft, and a final report is produced once consensus is reached. This process should be completed within 30 days of the completion of the visit. If there are difficulties meeting this deadline, the Office of Sponsorship should be informed as soon as possible.



Technical Specifics

The written report should include the technical specifics of the visit and a narrative of the team's findings. The technical specifics include:

- The school visited
- The dates of the visit
- The members of the Visiting Team and their school affiliations
- A listing of individuals and groups with whom the Visiting Team met
- A list of supporting documentation reviewed by the Visiting Team