



State of Wisconsin / Educational Approval Program



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Laura Gutierrez
Executive Secretary

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Dear Ms./Mr. <last name>:

The Educational Approval Program (EAP) is planning to visit your school in <Month>. To help you better understand what to expect during the visit, the following documents are enclosed: summary documents describing the school visit's purpose and process, a sample school visit agenda, and the Compliance and Institutional Assessment form. Please know each EAP school visit will be designed to fit with your school's character, focus and size. A small school should expect a more informal approach, whereas a larger school should expect a more formal approach similar to an accreditation visit. EAP staff will work with you to adapt the school visit process to fit your school.

An EAP school visit looks at both compliance with state regulations and at the school's management and operation. So EAP staff can review school documents for compliance before the visit, please submit the following: current catalog, student application, student enrollment agreement (if used), sample of current advertising, and any brochures your school uses. During the visit, EAP staff is likely to interview a variety of school personnel, current students, graduates, and employers. The sample agenda likely applies to larger, more complex schools and it is included so it can help guide us as we create a school visit designed for your school.

While the EAP's school visit must ensure all approved schools comply with Wisconsin's consumer protection requirements, the EAP also aims to have the school visit process strengthen the school's own capacity to improve its internal processes, data collection and evaluation, and student outcomes. Through the school visit process, the EAP hopes to work cooperatively with you so your school is more effective at enabling students to succeed.

The EAP looks forward to working with you for an informative and productive school visit. Your assigned school administration consultant will contact you to work out the arrangements for your visit.

Sincerely,

Joan Gage
Program Manager

c: <School Administration Consultant>