

Appendix Q

Letter to CIS for Regulatory Compliance

Chair's Letterhead

Date

Mr. Jay S. Stroud
Director of the Commission
Commission on Independent Schools
New England Association of Schools and Colleges, Inc.
3 Burlington Woods Drive, Suite 100
Burlington, MA 01803-4514

Dear Jay:

As Chair of the Visiting Committee for {**Evaluated School**}, I have examined and can attest to the existence of the following documentation:

- Corporate status as a tax-exempt institution, if applicable
- Non-discriminatory admissions and employment policies
- Information regarding the financial responsibilities of parents and students
- Fire Marshal's inspection certificate or letter stating at time of the last inspection, all requirements were met
- Health inspection certificates for food services
- Statement from the Head of School that the school's Emergency Plan is complete and has been submitted to the local police department
- Documentation attesting that those sections of the early childhood program that serve children under the age of three meet state health and safety regulations/guidelines for child care facilities
- For Vermont Schools only: Additional Regulatory Compliance Documents for Vermont Schools

Sincerely,

Chair of the Visiting Committee