



## **NACCAS EVALUATOR UPDATE – New Information as of July 15, 2010**

### MEMORANDUM

TO: NACCAS Evaluators  
FROM: NACCAS Office  
RE: Important Documents  
DATE: July 2010

Please make sure you have the following documents with you on visits as they are essential to a successful evaluation of the school(s) you are visiting.

1. Team Memorandum (for each school to be visited)
2. Your Flight Confirmation or e-ticket
3. The portion of each school's ISS for which you are responsible
4. Most current version(s) of the NACCAS Handbook (on CDROM or at [www.naccas.org](http://www.naccas.org))
5. Travel Reimbursement Form (on CDROM or at [www.naccas.org](http://www.naccas.org))
6. Evaluation Team Member Survey (on CDROM or at [www.naccas.org](http://www.naccas.org))

These are the forms that your NACCAS Staff team leader will bring with them for your use. Samples of them are included in this packet.

1. Onsite Evaluation Standards Grid (one for each school visited)
2. Interview Guides (one for each school visited)

***Please note that the Institutional Self Study (ISS) for each school is sent directly to you by the school. If you have not received any ISS for the upcoming visit at least 2 weeks prior to the visit, contact the NACCAS Travel Staff immediately at 703-600-7600 ext. 129 or 157.***