



First Communication to Head of School

Dear (insert Head of School Name):

My name is (insert name) and I am pleased to be serving as the Team Chair of your upcoming MSA accreditation visit. I look forward to working with you and your school community.

[A few lines of introduction about yourself]

Our first order of business will be to schedule the pre-visit to your school. We will discuss your self-study as well as logistics and planning for the visit. These logistics will include the accommodations you will provide, how we handle meals, and how reimbursement will be given to the team members for their travel expenses. The best way to prepare is to review the Checklist for Schools, which you can view here [\[link to checklist on website\]](#).

This pre-visit conversation should happen around 4 weeks before your visit. Our visit is scheduled for (insert dates) and as chair I anticipate I will receive your documents by (insert date 4 weeks before visit). If this is the case, could we set up a time for this meeting sometime on (insert date choice 1) or (insert date choice 2)?

I am looking forward to working with my team to validate the work your school has done through self-study, and I commend you for your commitment to continuous school improvement.

I look forward to our pre-visit meeting and to learning more about (insert name of school).

Sincerely,

(insert your name)

MSA Visiting Team Chair