Completing the Evidence Submission Form

Consider saving a blank Evidence Submission form on your flash drive, given you will need to complete a new one for each type of evidence.

1. Name file
   a. Standardized name
      i. ESF, Standard # and Letter, descriptive title, date of submission in 6 digit form
         1. For example, ESF IIA2 Program Review Summary Report 031016

2. Complete all fields on the Evidence Submission Form (the one you are saving on your flash drive)
   a. File name at the top & header is the same as the document you just saved
      i. ESF IIA2 Program Review Summary report 031016
   b. Submitted by: (your name)
   c. Date: (today's date)
   d. Standard II: (enter # and letter of corresponding standard)
   e. Evidence time period: (the report covers data gather for academic year; provide a specific time period)
   f. Evidence source: (who and/or what, for example S. Cabrera, HS Program Coordinator and HS Department Minutes)
   g. Notes: (whatever you or writer may need to know and remember
   h. Evidence: enter your summary and relevant evidence, e.g., raw data, charts, links, minutes, reports, & agendas. Highlight all relevant areas in yellow & reference relevant page numbers.

3. Email the completed form to SCabrera@solano.edu. The form will be uploaded into a Canvas, where all evidence is stored for review and inclusion in the accreditation report.

If you have any questions regarding documentation of evidence using this form, please contact Saki Cabrera at SCabrera@solano.edu.

Thank you!