Team Secretary Communication Template (8)
Request supplemental information from school (as needed)

*Note: Communicating the information in bold below is strongly recommended.*

Dear [Faculty Accreditation Lead]:

We are now about a month away from the survey visit and I would like to ask you to provide the following list of customary updates. Please bundle the materials together and email them to me.

* **Admissions information for the most recently matriculated class that includes the number of new students and breakdown for gender, diversity, etc. Please include their GPA and MCAT numbers as well.**
* **The most recent AAMC Medical School Graduation Questionnaire if you have not already sent that to us.**
* **The most recent Annual Financial Aid Questionnaire and the most recent Annual Finance Questionnaire if that has not already been sent.**
* **The most recent USMLE testing information if that has not already been included in the database.**

In addition, team members identified the following information that would assist them at this point during their review:

* **[List additional information requested by the team here.]**

***Also, please be sure to provide a complete set of updated survey package materials in the team's meeting room at the school and in the team chair's hotel suite or hotel conference room.***

Sincerely,

Team Secretary