[DATE]

Team Secretary Communication Template
Sending the revised draft of survey report and team findings to the dean

Note: The entire process outlined below must be communicated to the dean.

Replace or delete the highlighted areas before providing this letter to the dean*.*

Dear Dr. [Dean’s Last Name]:

I have enclosed a copy of the draft survey team report and a copy of the draft team findings. You may share these drafts with whomever you wish. Please review the draft report and send me any suggested edits via email no later than the close of business **Month #, 20##** [DATE; give school ten business days]. Please limit your response to the following categories: 1) punctuation or phrasing, and/or 2) perceived factual errors in the report. *Note that the team findings are provided to you for informational purposes only; they represent the judgment of the survey team and are not subject to debate*.

Please correct any grammatical issues or minor factual errors that have no bearing on satisfying the requirements of an accreditation element using “track changes.” Significant factual errors should be detailed in a letter addressed to me. This letter must only reference information contained in the briefing book submitted by your program, or in the updated documents provided to the survey team before or during the visit. Actions taken or information discovered after the visit cannot be considered. Please be sure to number the suggested changes, and to provide the page number and section of the briefing book that you are referencing. This letter is the only opportunity you will have to discuss the content of the report.

The report containing your suggested grammatical edits and, if necessary, the letter outlining significant factual errors should be sent to me no later than the due date noted above. I will inform you in writing which of your suggested revisions have and have not been incorporated into the final report. I will also inform you of the next steps in this process. Please note that the LCME will not be given access to your letter, or to my response to that letter.

If you have any questions, feel free to contact me at ###-###-#### or [email]. Please respond by email to confirm that you were able to open the report and findings documents.

Sincerely,

[Electronic Signature]

[First Last, Degree(s)]

Team Secretary