

Preparation for School Visit

By October 1, have the following prepared and in folders for two review team members:

- Map of school campus (including portables and multiple levels)
 - Check to make sure room numbers are correct
 - Include teacher names
 - A list of teachers and their schedule of classes
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By October 1, have these arrangements made:

- Teacher list, group interview room, and time. Teachers should be asked ahead of time; this group should be a cross section of teachers, i.e., newer and more experienced teachers from different grade levels or content areas with varying levels of effectiveness.
 - Substitutes arranged for teachers who will need to be out of class for 20-30 minutes for interviews (we will work to create a schedule that does not impact instructional time as much as possible)
 - Student list, group interview room, and time. Students should be notified ahead of time that they may be interviewed; this group should be a cross section of students from various grade levels, diverse backgrounds, varying levels of performance, etc.
 - Notify teachers of students being interviewed to ensure students are not negatively impacted for missing 20-30 minutes of class time.
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October 7 & 8–Team Visits:

- Remind office staff and custodian of team visit.
 - Conduct a last-minute quick walk about of your building and tidy up as needed.
 - Remind teachers that students may be called out of class to be interviewed.
 - Put welcoming verbiage on your school marquee.
 - On the day of the visit, note the following on the maps in your folders:
 - Classrooms with substitute teachers
 - Classrooms with student teachers
 - Other learning areas that may be used specifically on that day (outdoor learning areas, collaboration space, etc.)
 - Provide bottled water or other drinks for accreditation visitors.
 - A district director or other employee serving as an accreditation team driver may be “hanging out” in your building while waiting through the time of the team visit. As needed, direct them to a space where they can work on their laptop while they wait.
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Other:
