



NEW ENGLAND ASSOCIATION
OF SCHOOLS AND COLLEGES

Decennial Visit Schedule Template for public schools, districts, centers, and programs

School: _____ Dates: _____

TBD

Time	Meeting Topic	School Attendees/NEASC Attendees	Location
TBD	NEASC Visiting Orientation	None/ All team members	<i>Zoom Link</i>

Monday

Time	Meeting Topic	School Attendees/NEASC Attendees	Location
7:30 - 8:00	Visiting Team Planning	All team members	
8:00 - 8:40	Steering Committee	Principal and Steering Committee/ All	
8:45 - 9:30	School Tour	4 students/ All (Divide into 2 groups)	
9:40 - 10:30	Priority Area #1 Meeting:	6 stakeholder representatives/ 2 team members	
	Classroom Visits Round #1	All Classes / 6 team members	<i>Classroom Visit Spreadsheet</i>

10:50 - 11:30	Student Meetings	24 students in four meetings of 6 each. Consider affinity groups/ 2 team members in each meeting	
12:30 - 1:20	Priority Area #2 Meeting:	6 stakeholder representatives/ 2 team members	
	Classroom Visits Round #2	All Classes / 6 team members	<i>Classroom Visit Spreadsheet</i>
1:30 - 2:10	Superintendent/District Leadership	Superintendent and others as needed/ Chair & Assistant Chair	
2:20 - 2:40	Principal Check in	Principal/ Chair and Assistant Chair	
3:00 – 4:00	Team Meetings	All team members	
6:30 – 9:00			
7:00 - 7:30	School Committee Meeting	Committee Members/ Chair and team members as needed	

Tuesday

Time	Meeting Topic	School Attendees/ NEASC Attendees	Location
7:40 - 7:55	Team Planning	All	
8:00 - 8:50	Priority Area #3 Meeting:	6 stakeholder representatives/ 2 Team Members	
8:00 - 8:50	Priority Area #4 Meeting:	6 stakeholder representatives/ 2 Team Members	
9:15 - 10:15	Student Work	16+ students with samples of work to discuss/ All	

10:30 - 11:30	4Cs Meeting	Principal and Leadership Team/ Chair and Asst.	
1:25 - 2:10	Classroom Visits Round #3	All Classes/ All	Classroom Visit Spreadsheet
2:20 - 2:40	Principal Debrief	Principal/ Chair and Asst. Chair	
3:00 - 4:00	NEASC Team Meeting	All	
7:00 - 9:00	NEASC Team Meeting	All	

Wednesday

Time	Meeting Topic	School Attendees/NEASC Attendees	Zoom Link
8:00 - 12:00	Team Meeting to review reports	All	
12:30 - 1:10	Principal Debrief	Principal and others at principal's discretion/ All	
2:30 - 3:00	Faculty Meeting	All Faculty/ All – Chair gives remarks	