



# SITE VISIT CHECKLIST

The School Accreditation Leader is responsible for an efficient and effective Validation Team Visit:

## Team Selection

- \_\_\_\_\_ Set the dates for the Validation Visit with the Validation Team Captain.
- \_\_\_\_\_ Work with Consultant, Captain and District to select team members.
- \_\_\_\_\_ Have all team members complete a Conflict of Interest Form.
- \_\_\_\_\_ Send Team Approval form with Conflict of Interest Forms to District for approval.
- \_\_\_\_\_ Have Validation Team approved by NLSA Director.

## Self-study Completion

- \_\_\_\_\_ Imbed evidences wherever possible in the Self-study protocols.
- \_\_\_\_\_ Six weeks prior to the visit send finished Self-study to Consultant for approval.
- \_\_\_\_\_ Four weeks prior to the visit send finished Self-study to team members.

## Schedule

- \_\_\_\_\_ Have devotions on first morning to introduce team members and staff.
- \_\_\_\_\_ Establish a time for parents to talk to the Validation Team.
- \_\_\_\_\_ Determine time(s) for team members to meet with teachers.

## Directions

- \_\_\_\_\_ Provide best route to school for team members.
- \_\_\_\_\_ Inform team members of best place to park.
- \_\_\_\_\_ Identify entrances for team members to use.

## Team Needs

- \_\_\_\_\_ Provide ample space for Validation to meet and work.
- \_\_\_\_\_ Identify location for meeting with parents.
- \_\_\_\_\_ Provide administrator release time to be able to meet with team members.
- \_\_\_\_\_ Post schedules in the team meeting room for each teacher.
- \_\_\_\_\_ Provide copies of evidences that are not imbedded in the Self-study.
- \_\_\_\_\_ Assure Internet access in team meeting room.

- \_\_\_\_\_ Provide snacks and drinks during the visit.
- \_\_\_\_\_ Provide meals for the team.

### Technology

- \_\_\_\_\_ Make sure all team members have access to a laptop.
- \_\_\_\_\_ Provide a projector, screen, or interactive board for team usage.
- \_\_\_\_\_ Provide ability to project at the exit report location.

### Potential Expenses

- \_\_\_\_\_ Determine meals for team including lunch and evenings.
- \_\_\_\_\_ Provide expense vouchers for team members.
- \_\_\_\_\_ Be prepared to cover substitute teachers, if necessary.
- \_\_\_\_\_ Include travel expenses and mileage.
- \_\_\_\_\_ Arrange lodging, if necessary.

### Exit Report

- \_\_\_\_\_ Establish the location for the Exit Report.
- \_\_\_\_\_ Determine who will be invited to the Exit Report.

### Thank You

- \_\_\_\_\_ Provide or send notes or thank you cards to team members.
- \_\_\_\_\_ Consider giving small gifts, gift cards, or token of appreciation to team members.
- \_\_\_\_\_ Include appreciation to the Consultant.

### After the Visit

- \_\_\_\_\_ Add Validation Team recommendations to the School Action Plan.
- \_\_\_\_\_ Send an electronic copy of the Self-study to District Office.
- \_\_\_\_\_ Send an electronic copy of the Validation Report to District Office.
- \_\_\_\_\_ Include a Face Sheet to the District Office.
- \_\_\_\_\_ Include Submission Checklist to the District Office.

