Iowa Department of Education Invitation

Team member Invitation

- The Department of Education invites you to participate as a team member for one (or more) site visits. Participation in a site visit can be useful for several reasons:
  - It assists in understanding the site visit process as team members prepare for their own LEA visit.
  - It broadens one's perspective of school improvement efforts.
  - It helps team members form partnerships with other educators.

Contact Information:

Elizabeth Calhoun
(515) 281-8170
elizabeth.calhoun@iowa.gov
(e-mail preferred)

Please see the next page for more information about team member expectations and how to sign up.

Thank You!

Site Visit Volunteer-Team Member Expectations

- If you choose to participate as a site visit team member, we ask that you honor the following expectations:
  - Please note that team members or their employers are responsible for their expenses (e.g. lodging, meals, and mileage) during the site visit.
  - Team members must participate in the entire visit (not partial visit or partial days).
  - LEA work team members can include superintendents, principals, curriculum directors, teachers, etc.
  - A team member can participate in visits outside of their AEA.
  - If a DE or AEA member cannot attend for some reason it is the expectation the team member contact the team leader as soon as possible to identify potential replacements.
  - After you submit your electronic form, you will receive an email confirming that we have received your sign up form. This is not a confirmation for your site visit assignments. Once teams for each visit have been determined, the Department will confirm your team membership sometime at the beginning of the next school year. The Department will make efforts to accommodate every request, however, signing up for a visit does not automatically guarantee team membership.
  - If you have submitted a sign up form and need to make any changes, do not fill out and submit another electronic form. Please contact Elizabeth Calhoun.
  - THANK YOU! The Department of Education could not complete these visits each year without the assistance of generous volunteers.

Please respond by September 15th.

https://www.edinfo.state.ia.us/web/sitevisit.asp