

Transcript for Site Visit Training – Schedule Public

Slide 1

Creating a quality schedule is critical as schools and school districts prepare for site visits. This should be one of the first considerations in the planning process. Several sample schedules have been created to serve as guidelines for planning and can be found on the Department of Education's website. www.educateiowa.gov click on the A-Z index at the top and go to S for Site Visits

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The Sample Schedules are based on efficient, practical schedules from recent visits. Included are:

Public School Districts

2 Day Visit (A/B/C teams)

3 Day Visit (A/B/C teams)

3 Day Visit with Equity (A/B/C teams)

Non-Public Schools

2 Day Visit (A/B teams)

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While each district/school situation is unique, the sample schedules can serve as a good starting point and help ensure all required interview groups are included. Team leaders for each visit will consult with schools and districts well in advance of the visit to assist in preparing the final visit schedule.

Slide 4

The following points will help with the development of individual site visit schedules:

- The schedule must allow for team orientation and the school/district overview the morning of the first day.
- Document review time will be needed throughout the visit.
- All required interview groups must be represented.
- Include travel time between attendance centers, brief team time for dialogue following interviews, and occasional breaks for team members within the schedule.
- Consider how attendance center schedules (including morning and afternoon bus schedules) and availability of interviewees might impact the interview schedule.
- Additional interviews may be needed on site visits where team members representing specific program areas are involved (e.g., Title I or Early Childhood). Team leaders will inform districts when these are necessary.
- It is advantageous for interviews to be conducted somewhere other than the team workroom when possible. This allows some team members to review documents while others are involved in interviews.

It is also important for the final schedule to include the site(s) where the interviews will be held. The names of the persons to be interviewed can be included on the schedule or provided to the team leader on a separate list.