

Renewal Site Visit Script

Renewal Site Visit Introduction – to School Site Leader

Good morning, my name is **Name, Title** at the New Mexico Public Education Department, Charter School Division. **With me is Name, Title**. We are here for the renewal year site visit of **[school name]**. The purpose of our visit is to verify information provided in the renewal application and determine whether the renewal applicant has met the conditions, standards and procedures set forth in the charter contract; met or made substantial progress toward achievement of the department's standards of excellence or student performance standards identified in the charter contract; met generally accepted standards of fiscal management; and complied with all provisions of law from which the charter school was not specifically exempted.

During this visit, we will be looking to verify information provided in the renewal application, checking documents for compliance, making observations of the program of instruction and observing students and staff, interviewing stakeholders, and reviewing your data that supports your academic goals- this was outlined in the letter sent to the school leader.

[Present document request list and school's agenda] We will try to follow this agenda as closely as possible. We will begin the day by allowing the school leaders the opportunity to share your school's story- the success and challenges. However, this is optional. After the school's presentation, we will begin our work—we would appreciate if you could provide us with a quiet, secure space to keep our belongings and work with our team members. We will be reviewing student and staff files, observing in classrooms, interviewing stakeholders, and reviewing the items on the requested list and the school's data. During this time, we may need to request additional information and/or explanations from you and your staff.

At the end of the day, we will meet with the school's leader to debrief and discuss next steps.