**2017-2018 State Charter School Annual Site Visit**

**SCHOOL and DATE**

**8:00 – 8:15 am Introductions and Expectations**

**8:15 –8:45 am Optional School-Directed Time** *(Presentation, Facility Tour, etc.)*

**8:45 – 9:30 am** **Interview with School Leader\***

The following topics will be discussed:

1. Academic performance including mission-specific indicators and implementation of Improvement Plan, if required
2. Organizational performance including all indicators in the framework
3. Financial performance including any Audit Corrective Action Plans within the last 12 months and/or PEC-required Financial Corrective Action Plans
4. Compliance concerns from the 2016-2017 performance framework evaluation in WebEPSS

**9:30 – 4:00 pm** PED site team will work in the following areas:

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| **Staff Files** | Review for compliance |
| **Student Cumulative Files** | Review for compliance - specifically identifying ELs; parent notification |
| **Student IEPs** | Review for compliance |
| **Program Files** | Review for implementation and compliance: RtI/SAT processes; instructional hours; school safety and emergency drills; parent notifications; implementation of Audit CAP, PEC Financial CAP, and/or Improvement Plan, if required |
| **Classroom Observations** | Observe level of differentiated student support(s); and implementation of material terms and school mission; implementation of Improvement Plan, if required |

**12:00 – 1:00 pm Lunch Break**

**4:00 – 5:00 pm Exit Interview\***

Discuss observations and/or concerns from the site visit