

Office of School Improvement
Field Services Unit
On Site Review Process Overview

09/09/08

District Selection

- Volunteer
- Rotational cycle
- Need

Initial Contact with District

- Personal visit planned as needed to outline preparation at district and building level

Preparation Phase

by District

- Select team leader
- Conduct preparation meeting (suggested checklist provided)
- Conduct a building meeting to prepare, involve everyone

by MDE

- Work with district in preparation
- Provide technical assistance as required during preparation phase

Agenda Established for On Site Visit

- Beginning/ending time of review
- Participants to attend and length of required attendance
- Sites to be visited
- Exit meeting

Local District Submits Materials to MDE

- The District Improvement Plan, plus district Professional Development Plan (if this is a separate document)
- The district board policy on parent involvement
- The district plan to ensure all core academic teachers meet the highly qualified requirements
- The name of the district liaison for the McKinney-Vento Homeless Act
- The district Homeless Dispute Resolution Process
- The district Title I Set-Aside formula for Homeless
- Local district Board Policy on Homeless Education
- The District Study Guide, including the names of participants who generated the consensus Study Guide
- District Level Program Study Guide
- Documentation on private school consultations, if applicable
- A list of staff funded by each program, including FTEs and assignment, organized by school
- Budget printout for all staff funded through federal programs, Section 31a, Section 41, and Section 32e that shows how the staff is being paid
- The Annual Report Card for the district and all schools that will be visited

- The Title III Plan, if applicable
- Notification Letter sent to parents of limited English proficient (LEP) students to inform them of the district's LEP program and the right to decline services, if applicable
- The School Study Guide(s), including the names of participants who generated each Study Guide
- The School Improvement Plan(s) for all schools that will be visited
- A list of staff and their position, who have been identified to attend the On Site Review, for each school and for the district

Additional Documents Required for All Title I Schools

- School-level parent involvement policies and plans
- Parent-teacher compacts
- Notification sent to parents informing them of their right to request information regarding the professional qualifications of their child's classroom teacher(s) and, where appropriate, the paraprofessional working with their child
- Notification sent to parents if their child was taught by a teacher who was not highly qualified for four or more consecutive weeks, if applicable
- The two-year Improvement Plan for each school identified for improvement in Phase 1 or 2 under NCLB

On Site Review Day

- Follow pre-arranged agenda
- Review materials
- Visit sites
- Discuss information as a team
- Conduct exit meeting

District Receives Written Report

- If change is required, the consultant meets with the district to assist with plan for change