

# Tool 3

## Visitation Standard Procedure Checklist

**Explanation:** The Visitation Standard Procedure Checklist is designed for the Facilitator-Monitor to keep track of the running totals of the types of visitation activities conducted throughout the year. This checklist which serves as tally sheet will help to inform your interim and year-end program review. It also serves as documentation when having crucial conversations with your school about the data, student achievement, and adult implementation of instructional strategies and programs.

**School Name:**

Visitation Activities		Dates Conducted			
<input type="checkbox"/>	Participating in classroom implementation walk-throughs.				
<input type="checkbox"/>	Observing and/or participating in Leadership Team Meetings				
<input type="checkbox"/>	Observing Professional Learning Community gatherings				
<input type="checkbox"/>	Meeting with required SIG Personnel (Coordinator, Data Coach, and Parent Liaison)				
<input type="checkbox"/>	Facilitating and providing feedback on budget development and/or amendments				
<input type="checkbox"/>	Ensuring SIG purchased materials, products, and programs are being used as intended				
<input type="checkbox"/>	Facilitating, providing feedback, and/or observing the development, revision, and/or editing of the Unpacking Tool				

Optional Visitation Activities		Dates Conducted			
<input type="checkbox"/>	Attending Professional Learning				
<input type="checkbox"/>	Interviewing External Service Providers				
<input type="checkbox"/>	Conducting Focus Groups				
<input type="checkbox"/>	Attending Staff Meetings				
<input type="checkbox"/>	Attending Central Office SIG related meetings				