

Tool 4

Sample Weekly Visit Calendar

October 2016

Week One

Monday, October 3rd

Full Day: 9:00-4:00

- 9:20- 11:00 Implementation Walk-Throughs
- 11:00-11:30 Gather Observation Notes
- 11:30-1:15 SIG Coordinator Meeting & Lunch
- 1:15-2:00 Blocked time to meet as needed with Stakeholders
- 2:00-3:00 Bi-Weekly SIG Data Coach Meeting
- 3:30-4:00 Principal Debrief

Week Two

Monday, October 10th

Full Day: 9:00-4:00

- 9:20- 11:00 SIG Materials Walk-Throughs
- 11:00-11:30 Gather Observation Notes
- 11:30-1:15 SIG Coordinator Meeting & Lunch
- 1:15-2:00 Blocked time to meet as needed with Stakeholders
- 2:00-3:00 Bi-Weekly SIG Parent Liaison Meeting
- 3:30-4:00 Principal Debrief

Week Three

Tuesday, October 18th

Full Day (Altered Schedule): 11:00-6:00

- 11:20-1:00 SIG Coordinator Meeting & Lunch
- 1:00- 2:00 Focus Group Interview & Note Gathering
- 2:00-3:00 Bi-Weekly SIG Data Coach Meeting
- 3:30-4:00 Principal Debrief
- 4:00-6:00 Observe Staff Meeting and Professional Learning

Week Four

Monday, October 24th

Full Day: 9:00- 4:00

- 9:20- 10:10 & 10:10- 11:00 Focused Implementation Classroom Visit (maximum 2 classrooms)
- 11:00-11:30 Gather Observation Notes
- 11:30-1:15 SIG Coordinator Meeting & Lunch
- 1:15- 2:00 Blocked time to meet as needed with Stakeholders
- 2:00-3:00 Bi-Weekly SIG Parent Liaison Meeting
- 3:30-4:00 Principal Debrief

Week Five

Monday, October 31st

Full Day: 9:00-4:00

- 9:20- 11:00 Implementation Walk-Throughs
- 11:00-11:30 Gather Observation Notes
- 11:30-1:15 SIG Coordinator Meeting & Lunch
- 1:15-2:00 Blocked time to meet as needed with Stakeholders
- 2:00-3:00 Bi-Weekly SIG Data Coach Meeting
- 3:30-4:00 Principal Debrief

Sample Bi-Monthly Visit Calendar

October 2016

Week One

Monday, October 3rd

Full Day: 9:00-4:00

- 9:20- 11:00
 - Implementation Walk-Throughs
 - Focused Implementation Classroom Visit (maximum 2 classrooms)
 - SIG Materials Walk-Throughs
- 11:00-11:30 Gather Observation Notes
- 11:30-1:15 SIG Coordinator Meeting & Lunch
- 1:15-2:00 Blocked time to meet as needed with Stakeholders
- 2:00-3:00 Monthly SIG Data Coach Meeting
- 3:30-4:00 Principal Debrief

Week Three

Tuesday, October 18th

Full Day (Altered Schedule): 11:00-6:00

- 11:20-1:00 SIG Coordinator Meeting & Lunch
- 1:00- 2:00
 - Focus Group Interview & Note Gathering
 - Blocked time to meet as needed with Stakeholders
- 2:00-3:00 Monthly SIG Parent Liaison Meeting
- 3:30-4:00 Principal Debrief
- 4:00-6:00 Observe Staff Meeting and Professional Learning

Sample Monthly Visit Calendar

October 2016

Week Two

Monday, October 10th

Full Day: 9:00-4:00

- 9:20- 11:00 SIG Materials Walk-Throughs
- 11:00-11:30 Gather Observation Notes
- 11:30-1:15 SIG Coordinator Meeting & Lunch
- 1:15-2:00 Blocked time to meet as needed with Stakeholders
 - Focus Group Interview & Note Gathering
 - Blocked time to meet as needed with Stakeholders
- 2:00-2:30 Monthly SIG Data Coach Meeting
- 2:30-3:00 Monthly SIG Parent Liaison Meeting
- 3:30-4:00 Principal Debrief

Or

Week Three

Tuesday, October 18th

Full Day: 11:00-6:00

- 11:20-1:00 Monthly SIG Coordinator Meeting & Lunch
- 1:00- 2:00
 - Focus Group Interview & Note Gathering
 - Blocked time to meet as needed with Stakeholders
- 2:00- 2:30 Monthly Data Coach Meeting
- 2:30 -3:00 Monthly SIG Parent Liaison Meeting
- 3:30-4:00 Principal Debrief
- 4:00-6:00 Observe Staff Meeting and Professional Learning

Monthly visits may alternate days, weeks, and times. The objective is to conduct monthly visits that are relevant to your overall goal.