

SCHOOL DISTRICT VISIT PLANNING GUIDE

1. Determine focus of visit:

- What school locations, what programs?
- Who in the district is the lead?
- Who do you want to invite?
 - Legislators, business, parents, ministerial staff, city officials
- Who from the district will attend to assist in guiding visits (keeping visitors engaged., where you want them to go and not, and keep the visit on schedule)
- Will visitors be assigned to groups for school visit?
- Will transportation be provided?
- Develop site agenda (will the visit start by meeting the principal or go directly to classrooms, will the visit end with a debrief???)
- How long will visits last?
- Will refreshment be provided?

2. Select Visitation Date(s)

3. Develop invitation include:

- Time and meeting location of start/finish
- Date
- Schools to visit
- RSVP telephone/e-mail (get names, addresses, contact information for invitations and RSVP follow-ups)

4. Determine who will be responsible for the following tasks:

- Ordering buses, vans
- Who will be responsible for contacting the media?
- Developing and sending invitations and follow-up RSVPs.
- Making and distributing name tags
- RSVP follow-up contact those who have not responded to invitation
- Meeting with principals to prepare for visits
 - Determine initial meeting room
 - Prepare short presentation (if that is what your district desires)
 - What is the focus of visit?

- Assign visitors rooms to visit, (no substitute teachers classrooms), school maps, maybe have student guides
- Determine end of visit meeting location
- Ensure front of building is clean, restrooms, halls, garbage cans emptied, inform staff about the upcoming visit.
- Determine who will purchase refreshment.

Sample School Agenda

Agenda

1. Meet principal 8 – 10 minutes
 - a. School goals, focus
 - b. This is what you will see
2. Classroom visits 20 minutes (each group visits 2 classrooms, 8 minutes each room)
3. Debrief, what did you see?