

Greetings,

On the following pages you will find a checklist of topics that we think you will find helpful in preparing for your one day Chair Visit and the full Team Visit. The same checklist has been sent to your Team Chair to guide your conversations and ensure that you both are fully prepared and organized for a successful accreditation visit.

In response to the pandemic, for all visits August-December 2020 the Team Visit will be conducted virtually with a one-day onsite Chair Visit where possible.

The sections of this Checklist chronologically walk you through your responsibilities as a school: Initial Communications & Preparations, Pre-Visit Meeting, One-Day Chair Visit\*, Team Visit, and After the Visit.

The first significant conversations between the Chair and school representatives should be a pre-visit phone or video call to discuss visit preparation. Then a one-day Chair Visit should be conducted by the Chair several weeks before the three-day virtual Team Visit. This one-day visit should be conducted onsite if possible and by video conference if health and travel concerns make this the best option. For any distance that would involve air travel the Chair Visit must be conducted remotely by video conference.

During the course of your communications and planning with the Chair, please contact your accreditation liaison if there are any major concerns that you may not be properly prepared to host a team visit, such as an incomplete self-study.

Thank you again for your dedication to completing the Self-Study process, and for your flexibility in adapting to a virtual approach to peer review. Please contact us with any questions or concerns as you prepare for your visit.

Sincerely,

The MSA Team

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All Regions Domestic US Visits PR, USVI, and International Visits

\*Please note: The One-Day Chair Visit is the only element of the visit that may occur onsite. All other elements of the visit and visit preparation must occur virtually.

**CHECKLIST FOR SCHOOL HOSTING A VISITING TEAM**

## Initial Communications & Preparations

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| **X** | **ACTION** | **NOTES** |
| The MSA Office will provide a Google Shared Drive for your school. You will receive a link to access the Shared Drive via email. The following items should be completed and uploaded into the drive no later than 4 weeks before the Team Visit: | | |
|  | Complete and upload Self-Study, including complete Technical Review and Action Plans. |  |
|  | Complete and upload Self-Study Addendum.  [Self-Study Addendum](https://www.msa-cess.org/Customized/Uploads/ByDate/2020/August_2020/August_14th_2020/Self-Study%20Addendum12236.docx) |  |
|  | Upload all required Evidence. [List of Evidence](https://www.msa-cess.org/Customized/Uploads/ByDate/2020/August_2020/August_5th_2020/Evidence%20Checklist%20for%20Blended_Virtual%20Visits%20(1)01459.pdf) |  |
|  | Record and upload Video Tour. [Video Tour Guidelines](https://www.msa-cess.org/Customized/Uploads/ByDate/2020/August_2020/August_5th_2020/_Video%20Guidelines%20for%20Virtual%20Visits09605.pdf) |  |
| The Team Chair will contact you to introduce themself. If you have not heard from the Chair, feel free to contact them directly. | | |
|  | Set a time for a Visit Preparation phone or video call between the Chair, Head of School and Internal Coordinators (detailed in Section II) 4 weeks before the Team Visit. |  |
|  | Determine if the one-day Chair Visit should occur onsite or by video conference. Include MSA staff in decision-making as needed/preferred. |  |
|  | Schedule the Chair Visit for 1-3 weeks before the Team Visit (detailed in Section III). You can read more on what to expect on the Chair Visit here: [Chair Visit Guidelines](https://www.msa-cess.org/Customized/Uploads/ByDate/2020/August_2020/August_12th_2020/One-Day%20Chair%20Visit%20Schedule36567.docx) |  |
| If Chair Visit is onsite: | | |
|  | Discuss any overnight accommodations, if needed. |  |
|  | Prepare a schedule for the Chair Visit in coordination with the Chair. |  |
| If Chair Visit is virtual: | | |
|  | Discuss scheduling of Facilities meeting(s) and Finances meeting(s). |  |
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|  | Review the preliminary schedule for the Team Visit created by the Chair. |  |
|  | Ensure student performance and organizational capacity objectives have been submitted to MSA for technical review. |  |

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## Pre-Visit Meeting

Approximately 4 weeks before the Team Visit

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| **X** | **ACTION** | **NOTES** |
| Discuss the following topics during a video or phone meeting with the Team Chair regarding readiness for the visit and logistics to consider. | | |
| *Self-Study Process & Purpose of Team’s Visit* | | |
|  | Discuss with the Team Chair the purpose of the Team’s visit, and the major elements of the Team’s review: assessment of the Planning Process, Standards for Accreditation, and Plan for Growth and Improvement. Note that the visit is not an evaluation of teachers but an affirmation of the findings of the Self-Study and a review of the MSA Standards. |  |
|  | Review the Self-Study and Evidence in the Google Shared Drive to make sure all documents are available and comprehensively completed.  All documents should be uploaded to the Drive and MSA be notified of this by the time of the Pre-Visit Meeting. If this is not the case, please contact the designated MSA accreditation liaison for this visit. |  |
|  | Review the recorded Video Tour and ensure it meets the Team’s needs. |  |
|  | Ensure that you have uploaded your approved technical review into the Self-Study folder of the Shared Drive objectives to MSA for technical review. |  |
|  | Discuss the best way for you to share any sensitive documents that will not be uploaded to the shared drive (financial records, student files, etc.) with the Team. |  |
|  | As there will not be in-person meetings of the team and school stakeholders, discuss how you have communicated about the visit and invited stakeholders to engage in the visit. |  |
|  | Discuss any cultural or other issues that might have an effect on the visit. |  |
| *Schedule and Logistics* | | |
|  | Verify the schedule during the dates of the visit including:   * Planned method of instruction (virtual/onsite/blended) * Availability of key stakeholders for meetings |  |
|  | Discuss letter of welcome from you to the team. |  |
|  | Confirm the meeting platform you will use for all stakeholder meetings.  If your school does not have an online meeting platform, MSA can provide a zoom license upon request for use during the visit. The school should contact Audra Chin at [achin@msa-cess.org](mailto:achin@msa-cess.org). |  |
|  | Review and finalize the one-day Chair Visit schedule and the full Team Visit schedule. |  |
|  | Confirm all relevant stakeholders are involved in scheduled interviews. |  |
|  | Review guidelines for online meetings including affirmation that:   * the school will host and invite all online meetings and include links on the Team Schedule * participants should be encouraged to use video where possible in interviews * no meeting will be recorded * an adult parent, faculty, or administration member will be included in the student interview(s). |  |
|  | Determine the best method for observations of teaching and learning: for example, joining a virtual classroom or live video feed of an in-person class.  [Guidelines for Virtual Observations](https://www.msa-cess.org/Customized/Uploads/ByDate/2020/August_2020/August_5th_2020/Guidelines%20for%20Virtual%20Classroom%20Visits5358201805.pdf) |  |
|  | Provide a master class schedule to the Team for use in choosing classes to observe. |  |
|  | Discuss your school’s wireless internet capabilities and the best method for conducting live walkthroughs. |  |
|  | Determine when and to whom the oral report will be delivered. We encourage your school to invite as wide an audience as possible.   * The Oral Report can be delivered as early as the final afternoon of the Team Visit or as late as the end of that school week. * There should be an exit interview/preliminary discussion of the team’s findings between the Head of School and Team Chair prior to the delivery of the Oral Report. * The Oral Report may be recorded if school requests to do so. |  |
|  | Review the process with the Team Chair for completion of the team report and correction of factual errors. |  |

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| Following the Visit Prep Meeting: | | |
|  | The Chair will finalize the Team Visit schedule and share the final version with the school and Team Members. |  |
|  | Upload any missing information from the Shared Drive if necessary, including the completed Self-Study and Evidence. If a concern arises regarding any aspect of the materials or their timely completion, please contact your designated MSA accreditation liaison for this visit. |  |

1. THE ONE-DAY CHAIR VISIT

1-3 weeks before the Team Visit

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| **X** | **ACTION** | **NOTES** |
| [One Day Chair Visit Guidelines](https://www.msa-cess.org/Customized/Uploads/ByDate/2020/August_2020/August_12th_2020/One-Day%20Chair%20Visit%20Schedule36567.docx) | | |
| **If Chair Visit is onsite:** | | |
|  | School leadership and Internal Coordinators will briefly greet the Team Chair, though no full interviews or meetings should take place onsite. |  |
|  | Tour the school’s facilities |  |
|  | Facilitate the Chair’s observations of teaching and learning (conduct several brief classroom visits, with chair remaining at doorway to classroom). |  |
|  | Facilitate the Chair’s observations of other school activities such as lunch, recess, pick-up/drop off. |  |
|  | Provide any additional onsite evidence (not provided in Google Shared Drive) for the Facilities Standard. |  |
|  | Team Chair will conduct meetings remotely with relevant stakeholders for Facilities Standard. These can be completed during the onsite visit or scheduled later. |  |
|  | Team Chair will review any additional onsite evidence (not provided in Google Shared Drive) for the Finances Standard. |  |
|  | Team Chair will conduct meetings remotely with relevant stakeholders for Facilities Standard. These can be completed during the onsite visit or scheduled later. |  |
|  | Prepare reimbursements for travel after the Chair submits their receipts. |  |
| **If Chair Visit is virtual:** | | |
|  | If circumstances allow, conduct one or two classroom observations using the agreed upon method of Observations, as a pilot for the Team Visit. |  |
| *Assessment of the Facilities Standard* | | |
|  | Conduct a Facilities Tour via a live walkthrough of facilities. A member of the school’s staff should tour the facilities using a phone or tablet camera with direction from the Chair, or determine an alternative way to see and assess the facilities. This live walkthrough may also include viewing activities such as lunch, pick-up, drop off, recess, etc. |  |
|  | Allow the Chair to review any additional evidence not provided in Google Shared Drive for the Facilities Standard. |  |
|  | Facilitate the meetings with relevant stakeholders for Facilities Standard. |  |
| *Assessment of the Finances Standard* | | |
|  | The Chair will review any evidence not provided in Google Shared Drive for the Finances Standard. For sensitive/confidential items, you may have an alternative way to view these documents such as through live screen sharing. |  |
|  | Facilitate Chair meetings with relevant stakeholders for the Finances Standard. |  |

1. THE TEAM VISIT

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| **X** | **ACTION** | **NOTES** |
|  | Prepare your staff for the upcoming team visit |  |
|  | The Team Chair will schedule a time for a regular phone/video call each day with the Head of School to review how the visit is proceeding and to troubleshoot any problems and/or ensure no aspect of the Visit has been overlooked. |  |
|  | Conduct interviews as scheduled. Make sure links for video conferencing have been added to your Visit Schedule. |  |
|  | Schedule and organize the oral report presentation with the Team Chair. |  |

1. AFTER THE VISIT

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| **X** | **ACTION** | **NOTES** |
|  | Complete survey regarding your experience. The survey will be sent by the MSA office. |  |
|  | The Head of School will receive an email of the draft report with the following instructions:   * Read for correction of factual errors only. The school will be given the opportunity to respond to the content when the report is sent by the Commissions. * Return the report to the Chair within 10 working days |  |