**DRAFT VISIT AGENDA**

**School Name**

**Dates**

*This is a “sample” schedule used for team visits. It is meant to illustrate who, by title, would typically be interviewed by the Visiting Team members as they gather information to validate what the school has provided in its Self-Study.*

*Note that times, locations and the order of the interview sessions are subject to negotiation with the school as per individual availability and the school’s preferred time schedule minimizing class interruption.*

***Times for Day 1 may start later than this example. If team members are driving to the visit, Day 1 typically starts later in the afternoon.***

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| **Time** | **Item** | **Location** | **Who** | **Standard** |
| **Day 1** | | | | |
| **12:00 – 12:45** | Team assembles at hotel | Hotel |  |  |
| **12:45** | Depart for TMA |  |  |  |
| **1:00** | Arrive at TMA |  |  |  |
| **1:00 – 1:15** | Introduction to TMA & Internal Coordinators | Library |  | Profile of the School, Profile of Student Performance |
| **1:15 – 1:45** | Meet ED & COO;  Building tour  Get acclimated to work room | Library |  |  |
| **1:45– 2:30** | Team Orientation Meeting | Library |  |  |
| **2:30 – 3:15** | Informal meet & Greet | Library |  |  |
| **4:00** | Depart for Hotel |  |  |  |
| **6:00** | Dinner |  |  |  |
| **Evening** | Team Meeting/ Standards Review |  |  |  |
| **Day 2** | | | | |
| **8:00** | Depart for TMA |  |  |  |
| **8:30– 9:00** | Meet with internal coordinators | Library |  |  |
| **9:00 – 10:15** | Class visits |  |  |  |
| **10:15 – 10:40** | Technology & Media Services | Library |  | Information Resources |
| **10:15 – 11:15** | Academics & Assessment | Library |  | Educational Program;  Assessment of Student Learning |
| **11:015 – 11:45** | Student supports | Library |  | Student Services |
| **11:45 – 12:30** | Leadership Lunch | Library |  |  |
| **12:30 – 2:00** | Class visits |  |  |  |
| **2:00 – 2:45** | Finance & Operations | Business Manager’s Office |  | Finance, Facilities |
| **2:45 – 3:15** | Student Programs & Athletics | Vice Principal’s office |  | Student Life/ Activities |
| **3:15 – 3:55** | Student panels |  |  |  |
| **4:00 – 4:30** | After school programs *–if interested* | Programs |  | Student Activities/ Life |
| **4:30** | Depart for hotel |  |  |  |
| **6:00** | Dinner |  |  |  |
| **Evening** | Standards review |  |  |  |
| **Day 3** | | | | |
| **8:00 – 9:00** | Board of Trustees Breakfast |  |  | Governance & Leadership; School Organization; Mission; Foundation Documents |
| **9:45 – 10:15** | College & Alumni | Library |  | Educational program; Student Activities/ Life |
| **10:15 – 11:00** | Student Deans | Library |  | Student Services, School Organization; Health & Safety |
| **11:00 – 11:45** | Class visits |  |  |  |
| **11:45 – 12:30** | Student panels |  |  |  |
| **12:30 – 2:00** | Faculty Panel Lunch |  |  |  |
| **2:10 – 3:10** | Leadership Panel |  |  |  |
| **3:30** | Depart for Hotel |  |  |  |
| **Day 4** | | | | |
| **7:30** | Depart for TMA |  |  |  |
| **8:30 – 9:30** | Parent Panel | Library |  |  |
| **9:30 – 11:00** | Team meeting/ work sessions | Library |  |  |
| **11:15 -11:45** | Meet with ED to review report |  |  |  |
| **11:45 – 12:30** | Lunch |  |  |  |
| **1:00** | Oral report |  |  |  |
| **1:45** | Depart |  |  |  |