Charter Renewal Site Visit Checklist

COLORADO
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As soon as Renewal Application is released:

- ☐ Review the Site Visit Guidebook and Appendices
- ☐ Identify several potential site visit dates. If possible, schedule the site visit on the same day as a school board meeting
- ☐ Schedule initial renewal phone call with CSI staff
- ☐ Update and/or review most recent Unified Improvement Plan (UIP)

Three to five weeks prior to the visit:

- ☐ Confirm site visit date with CSI
- ☐ Schedule pre-visit meeting (phone or in-person)
- ☐ Ensure that no field trips, special events, or school-wide testing is schedule for day of the site visit.
- ☐ Finalize and review UIP Action Plan
- ☐ Complete pre-visit meeting
- ☐ Review site visit protocol with relevant staff and board
- ☐ Work with CSI site team leader to determine the agenda for the visit. Agenda must be finalized at least one week prior to the visit.
- ☐ Identify a secure, private space that can serve as a meeting room for the site visit team throughout the day.
- ☐ Identify staff member(s) who will be available to accompany CSI team throughout the site visit.

One week prior to the visit:

- ☐ Speak with CSI site visit team leader to finalize the visit schedule, observation form, and to discuss logistics. Ask any additional questions about the visit and protocol at this time.
- ☐ Begin to assemble any requested onsite documentation (if applicable).
- ☐ If site visit includes virtual components (videos, virtual interviews, websites), send appropriate links to CSI site visit team leader.

The day prior to the visit:

- ☐ Distribute the visit agenda to the school community.
- ☐ Determine who should attend the closing meeting at the end of the site visit.
- ☐ Ensure onsite documentation is organized and easily available to site visit team (if applicable).

During the visit:

- ☐ Ensure the site visit team's meeting room remains private.
- ☐ Be available to the site visit team for a morning orientation, scheduled interview(s), and any necessary follow-up. Assist team (or assign designee) in obtaining any additional information, documents, data, or interviews with staff.
- ☐ Bring concerns and questions to the attention of the team as they arise.
- ☐ Attend the closing meeting with the site visit team.

After the visit:

- ☐ Provide any additional documentation or information as requested.
- ☐ Review site visit narrative, and if necessary, prepare a response. This response will be appended to the narrative.