Charter Renewal Site Visit Checklist

**As soon as Renewal Application is released:**

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

**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.
* Review UIP Action Plan (provided by CSI, based on most recent UIP)

**Three weeks prior to the visit:**

* Submit master schedule and current staff roster (with names, positions,)
* 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).

**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.
* Share the final narrative with the school community.