

SITE REVIEW AGENDA

The site review agenda is flexible depending upon the number of schools to be reviewed and the number of site reviewers.

ARRIVAL DATE

- **Arrival at _____ Airport**

Airline _____
Flight No. _____
Time of Arrival _____

- **Lodging Reservation**

Hotel _____
Address _____
City _____
State/Zip _____
Telephone _____
Fax _____
Confirmation No. _____

FIRST DAY

AM

- 9:00 - 10:30 Interview: Manager
- 10:30 - 12:00 n Review Files and Information Requested
- Lunch Interview: _____ Local/State Board Member(s)

PM

- 2:00 - 5:00 School #1:
Principal Interview: _____
Counselor Interview: _____
Specialist Interview: _____
Review Documentation
- Evening File Reviews (Schools visited and not visited)

SECOND DAY

AM

- 8:00 - 11:00 School #2:
Principal Interview: _____
Counselor Interview: _____
Specialist Interview: _____
Review Documentation

- 11:00 am - 2:00 pm School #3:
Principal Interview: _____
Counselor Interview: _____
Specialist Interview: _____
Review Documentation

PM

- 2:00 - 5:00 pm School #4:
Principal Interview: _____
Counselor Interview: _____
Specialist Interview: _____
Review Documentation
- Evening File Reviews (Schools visited and not visited)

THIRD DAY

AM

- 8:30 - 10:30 am School #5:
Principal Interview: _____
Counselor Interview: _____
Specialist Interview: _____
Review Documentation
- 10:30 - 11:30 am In-transit to Exit Meeting/Luncheon
- 11:30 - 1:30 pm Briefing, Reporting, and Luncheon
- 1:30 pm Depart for Airport

DEPARTURE

Depart Airport at _____ pm

Airline _____
Flight No. _____
Time of Arrival _____