

Connecting with the School Leader

The lead reviewer and logistics team liaison will contact the principal several times prior to the school visit. The first point of contact is to establish when the review will take place and to inform the principal of the pre-review documents that must be submitted.

First point of contact is to speak with the principal about the school review logistics.

- Introduce yourself as *****, the lead reviewer from the NYS Department of Education Integrated Intervention team, and speak with the principal. The logistics team liaison assigned to the review should also participate on this call.
- If the principal has a concern about the scheduled date, the school leader should memorialize their concern in writing, and the logistics team liaison will notify the district director and senior NYSED administrator immediately. The principal should not be told that the review date will be changed, but rather that they will receive written correspondence in response to their written request.
- Explain to the principal that there is a school support guide that can be found on EngageNY. Explain to the principal that at this time you will review the documents that need to be submitted and the timeline by which they should be submitted. Stress the importance of a timely submission of all documents, especially the administration, collection and administration of the surveys.
- Inform the principal that you will be calling back to check on survey administration in a couple of weeks.

Second point of contact is to speak to the principal about the surveys.

- Introduce yourself, once again as *****, the lead reviewer from the NYS Department of Education, and speak directly with the principal. The logistics team liaison assigned to the review should also participate on this call.
- Ask the principal for an update of the survey administration and remind her/him that they must mail the surveys by the date they were notified of in the survey shipment.
- Ask that they send a reminder home to parents so that there is a robust response from parents to be analyzed.
- Remind the principal that the survey responses will be used to inform the reviewers' thinking around questions to be asked and practices to be observed, but no pre-judgment will be made of the school solely based on the responses.
- Inform the principal that you will be calling back to discuss the scheduling and logistics of the review process.

Third point of contact is to seek clarification and provide clarification of the process.

- Prior to calling the school, send the principal a sample schedule that represents the number of days the school is scheduled to have its review.
- Call the school and speak only with the principal. Explain that this call will take a bit longer than the previous calls because you will be reviewing the process with her/him.
- Ask the principal to open the sample schedule and begin to review the events that will occur. You should explicitly communicate the expectations around the focus groups and small group teacher observation meetings. You should also review any areas that you will be paying particular attention to due to the school's accountability status or data (such as students with disabilities, English-language learners, students with high absenteeism, etc.). Emphasis can be placed on one subgroup by ensuring that the core classes where the students are being instructed are visited and by having a high representation of those teachers, students and parents in the focus and observation groups.
- Notify the principal of who will be accompanying you on the review and explain which events may be scheduled to occur simultaneously.
- Establish when the principal should send you the schedule for the visit, and inform her/him that you will be calling back in a week to confirm that the schedule and other logistics are in solidified.

Fourth point of contact is to confirm the schedule.

- Prior to calling the school, ensure that you have the submitted schedule opened.
- Call the school and speak only with the principal. Explain that you received the schedule and only need to confirm that it is solidified.
- Answer any process clarification questions the principal may have at the time.
- Give your own contact information to ensure the principal can reach you prior to the visit if the need arises.