

School Debriefing Session

The purpose of this protocol is to ensure that all debriefings across the state are consistent. The debriefing session is an opportunity for the school leadership, district or support representatives, and reviewers to meet and discuss the preliminary findings of the school. At this point in the process, schools will not be informed of the ratings for individual tenets, points earned or overall statement of practice ratings. There is a quality assurance process that must take place before any school or district community is informed of pending ratings. <http://www.p12.nysed.gov/accountability/diagnostic-tool-institute/home.html>. The session should take place as follows:

Timing of Session	NYSED Review Team	School/District Representatives
5 minutes	The lead reviewer thanks the school and district for the opportunity to partner with her/him in reviewing the school.	
5 minutes	The lead reviewer hands out the “Following the Review” document and then explains the process and information that will be given to the school during the debriefing session.	
5 minutes		The school/district representatives have an opportunity to respond and ask clarifying questions.
15 minutes	The lead reviewer reads the five bullets from her/his paper. Then s/he passes copies of the paper around to the group and asks for any clarifying questions and/or comments.	
10 minutes	The lead reviewer or another pre-assigned team member writes down the comments and questions.	The school/district representatives take a moment to read over the five bullets and proceed to ask clarifying questions or make comments.
10 minutes	The lead reviewer answers any clarifying questions. Please note that reviewers should not provide additional information about ratings or points earned. Clarifying questions may consist of questions about word choice, meaning of phrases, etc. The lead reviewer should also acknowledge the comments that were made by the school/district representatives by only stating that the comments have been noted.	
5 minutes	The lead reviewer or another pre-assigned team member writes down the comments and questions.	The school/district representatives provide any additional comments they may want to add for the record.
5 minutes	The lead reviewer thanks the school/district again, and the team proceeds to leave.	