

## Pre-review Documents

The IIT will examine select documents in advance of the review. All principals shall provide:

1. **School Information/Data Sheet** (*attached as part of Self-Reflection*) - This helps the IIT gain an understanding of the school. This document will be incorporated into the school's final report.
2. **School Self-Reflection** (*attached*) - This provides reviewers with insight into how the school perceives itself, how the school perceives the impact of the work it has been doing, and what the school envisions doing next.
3. **Two Sample Unit Plans and Four Sample Lesson Plans across Grades** - This helps the IIT understand how a school approaches planning to meet the needs of students through a sampling of instructional materials.
4. **Report Card Template (one copy of every version used)** – This helps the review team learn how the school communicates with families.
5. **Progress Report Template (one copy of every version used by the school, as applicable)** This helps the review team learn how the school communicates with families. If Progress Reports differ by teacher, not by grade, send four samples of the progress reports sent home.
6. **Blank Feedback form for observing classroom visits** (if available) – This helps the review team learn how the school leader provides feedback to staff regarding classroom instructional practices.
7. **Professional Development Plan** (if available) - This helps the IIT determine how teachers and other staff members receive support. The document will also be used during the on-site document review session.
8. **Assessment Calendar** (if available) - This helps the IIT determine how/when assessments are administered.
9. **School Event Scheduler** (*attached*) – Please identify the preferred time when you would like the Day 1 focus groups to meet and the Day 2 focus groups to meet. Please make sure that those identified for focus groups are representative of the school. Whenever possible, coordinate the times with the school bell schedule. Your SED reviewer will work with your preferred times to develop a schedule for the review.
10. **Master Schedule** (if available) - This helps the IIT determine where/when subject courses are provided to each grade of students, and by which instructor. A comprehensive Master Schedule will include:
  - The school bell schedule
  - The name of the instructor for each class
  - The (block of) time or period each class is held
  - The room number where each class is held
  - Each class that is taught in the school
  - The number of students in each class
  - The subject taught in each class
  - The grade level of each class
11. **Organization Chart/Staff Listing** (if available) - This helps the IIT determine the role of each staff in the building.
12. **List of Certified Staff Email Addresses (in Word OR Excel)** – Reviewers will distribute a DTSDE-specific survey to staff in advance of the review. The survey is intended to help reviewers better understand the school prior to the review and to allow reviewers to ask pertinent questions while on-site. The survey results will not be used in the final report. Email addresses should be provided for all certified staff who work half-time (0.5 FTE) or more at the school (e.g. classroom teachers, resource room teachers, guidance counselors, social workers). Email addresses for administrators and non-certified staff, such as secretaries and cafeteria workers, should not be included.
13. **Student and Teacher Survey Results** - Focus Districts are expected to conduct annual surveys. Please provide the results of the most recent survey conducted by the school. The surveys provide the IIT with information about the perceptions of students and teachers regarding the school's strategies, practices, goals, and accomplishments. Additional information regarding the survey requirement can be found here: <http://www.p12.nysed.gov/accountability/diagnostic-tool-institute/DTSDESURVEYINFORMATION.html>