

Guidance on the Preparation of Documents for On-Site Review during an IIT visit

The IIT will review documents for a short amount of time during the on-site review; however, the team's focus will be on what is happening in the building, rather than what is happening on paper.

In preparation for the visit, principals should gather select documents for the team to review. This is not meant to be time consuming. The documents will be in addition to the pre-review documents provided prior to the review. Your SED reviewer can provide more guidance if necessary.

Must Provide

The IIT will review documents to examine their **quality**. Be prepared to provide:

1. Two formal teacher observations of veteran teachers
2. Two formal teacher observations of beginning/untentured teachers
3. If available, up to two formal observations that may have garnered an unsatisfactory rating
4. If available, up to three Teacher Improvement Plans
5. Between five and ten Informal teacher observations for teachers across grades and subjects
6. Three examples of teacher feedback provided to students from different classes
7. Three examples of communication from the school leader to families
8. Three examples of communication from staff to families
9. Three examples of teacher-generated assessments across grades and subjects
10. Up to two examples of student referrals forms for intervention services (academic, social, emotional, and/or developmental), if applicable
11. Two examples of student data organized by class

May provide

Additional documents may be presented to provide **evidence of impact and success** from the actions the school has taken to improve. There is no need to provide in advance documents that show "evidence of effort." For example, a schedule of parent workshops on using a parent portal shows evidence of effort. Feedback forms from the workshop and longitudinal parent log-in data may indicate evidence of impact to suggest that the workshops were a success.

Carefully select documents that indicate impact or success. Evidence that is relevant and succinct is most helpful. The school should not prepare numerous binders of documents for the team to peruse. Excessive documentation of intent will result in the evidence of impact being less prominent during the review of documents.

Evidence that indicates impact could be:

1. Longitudinal data of any kind
2. Survey and feedback data
3. Evidence of how specific actions achieved their intended goal and added value to the educational experience provided by the school.

May be requested

During the course of the review, the IIT may request that certain documents are provided to confirm and substantiate evidence collected. The principal **does not need to provide these in advance**. Examples of evidence that may be requested include:

1. Examples of translated documents
2. Evidence of **reciprocal** communication between stakeholders and the school leader
3. Sign-in sheets indicating attendance at various events