**School Name   
Site Visit Schedule Template**





**Dates**

***Date 1, Date***

* 1:00 PM Initial Site Visit/Visiting Committee (VC) team introductions and collaborative meeting on the perceptions of the school profile, self-study, and draft school improvement plan.
* 3:00 PM Meet with the administrative team and school improvement team (SIT) to discuss and clarify critical issues cited by the school profile and self-study.
* 4:30 PM Tour of the school campus led by the administration. The time for this tour can be adjusted according to the size of the school, number of buildings or campuses, types of programs, and other unique aspects of the school.
* 6:00 PM Dinner with school leaders. SIT and site visit/VC team. Board members may be included.
* 7:00-8:30 PM Orientation and organization meeting: sample Measuring the Mission reports, schedule, working together as one team, working and developing relationships with the school community, questions for interviews and meetings, etc.

***Day 2, Date***

* 7:00-7:25 AM Site visit/VC team has breakfast with the faculty/staff of the school, devotions led by one of the co-chairs, sharing with faculty what to expect.
* 8:15 AM -Noon Site visit/VC team begins to observe, conduct interviews, and gather evidence. *Board member interviews/focus group meetings should be conducted on this morning.*
* 12:00 PM Lunch for the site visit team in the school cafeteria if appropriate.
* 1:00 PM Site visit/VC co-chairs meet with the administration.
* Afternoon Continue to observe, conduct interviews, research, and gather evidence. *Parent and student focus groups should occur during this afternoon.*
* 3:00 PM *Interview the SIT leaders of Measuring the Mission’s Strand 2 and 3.* Focus is how the school is structured for student learning—curriculum, instruction, assessment, professional development aligned with student learning needs, etc.
* 3:00 PM *Interview the SIT leaders of Measuring the Mission’s Strand 4*. Focus will be the indicators of Strand 4—Christ-centered community, Christian perspective/school life, home-school communications, community relationships, promotions/student recruitment, etc.
* 4:00 PM Brief meeting of the entire site visit/VC team to debrief.
* 4:30 PM Possible debrief with school improvement team—entire site visit/VC team.
* 5:00 PM Work on written reports individually or in pairs.
* 5:30-6:30 PM Dinner for team (Site visit team only), at school. Discussion of observations, evidence, interviews and what team members are writing in their reports.
* 6:30-\_\_\_ PM Site visit/VC team continues to write and/or share.

***Day 3, Date***

* 7:00 AM Breakfast, debriefing, and instructions for the day for the site visit/VC team.
* 7:30 AM Meeting with the administration and SIT.
* 8:00-Noon Team will continue to observe, interview, research or write. *Faculty focus groups should occur this second morning.*
* 12:00-1:00 PM Lunch for the team in the school cafeteria if appropriate.
* 1:00-4:00 *Site visit/VC team meets with SIT to discuss SIP goals and evidence/benchmarks that will determine progress.*
* 4:00 PM Debrief with school improvement team—entire site visit/VC team.
* 4:00-5:30 PM Site visit/VC team members will write.
* 5:30-6:30 PM Dinner for the site visit/VC team, at school or a local restaurant.
* 6:30-\_\_\_ PM Possible site visit/VC team sharing and continue to write.

***Day 4, Date***

* 7:00 AM Breakfast and site visit team debriefing and instructions for the day.
* 8:00 AM Site visit/VC team meets with the administration for any clarifications.
* 8:30 AM Site visit/VC team co-chairs meet with the administration.
* 8:00-10:00 AM Site visit/VC team will continue to write.
* 10:00- noon Team members will be sharing their draft reports with each other
* Noon Lunch for site visit team members
* 12:30-1:00 PM Team will finish writing and bring closure to report and issues
* 1:00-2:30 PM Vote to recommend accreditation status for CSI Commission and ACS WASC—using the WASC DocJust specific to Measuring the Mission\*
* 2:30-3:00 PM Provide initial report to the administrative team—major issues and recommendations.
* 3:30-4:00 PM Meeting with staff and board to report out using the WASC PowerPoint presentation template.

\*Note: The site visit team/VC will generally attempt to reach consensus on the accreditation status recommendation to the ACS-WASC and CSI Commission.

Interviews/Focus Groups to be scheduled by the SIT for the site visit/VC team: