## ACS WASC Probationary Visit Sample Schedule Template

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| --- | --- |
| School Name: |       |
| Dates of Visit: |       |
| Visiting Committee Chair: |       |

The purpose of the probationary visit is to determine the school’s progress in terms of student achievement of the schoolwide learner outcomes. Also examined during the probationary visit are the key outcomes and the progress made on the recommendations and the critical areas for follow-up identified by the previous self-study visiting committee. The Visiting Committee Chairperson and the Principal need to mutually determine the optimum use of time for the two-day visit.

**Day before Visit (Usually Sunday)[[1]](#footnote-1)**

 (example 12:00 noon)       (Visiting Committee may meet for lunch and discussions)

* Perceptions of Probationary Progress Report and any subsequent ACS WASC reports, if applicable
* Two-day schedule and process

       Meeting with principal, Self-Study Coordinator to review visit process and tour facility

       Meeting with Parent/Community Committee

       Visiting Committee dinner (alone)

* Begin update of Visiting Committee report

**Day One** – **Monday**

      –      Leadership Team Meeting

* Significant changes since last visit(s)
* Progress on identified areas for growth and the action plan

      –      Meeting with Student Committee

      –      Classroom visitations

      –      Lunch with staff

      –      Classroom visitations

      –      Meeting with District Office staff

      –   Visiting Committee returns to hotel for synthesis of day’s visit, Visiting Committee Report update and dinner

**Day Two** – **Tuesday**

      –      Classroom visitations

      –      Meeting with Visiting Committee (alone)

* Discussion/clarification of findings of visit

      –      Lunch with staff

      –      Meeting of Visiting Committee (alone)

* Closure on issues raised during the visitation
* Final draft of the report is completed
* Confidential summary is completed

      –      Report to staff/stakeholders

1. Visiting committees meet the afternoon preceding the first day of the visit. Visits to public schools in Hawaii normally take place Monday through Thursday (2-1/2 day visit); Hawaii public school teams do not convene on Sundays. [↑](#footnote-ref-1)