Planning for the SIR

School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Problem of Practice: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Needed from the School (two weeks prior to the scheduled visit, please):

1. Daily schedules of each teacher in order to create the rounds schedule. We will want to target all regular classrooms, during a variety of content areas. We will need to avoid recess, lunch, and other breaks.
2. Room numbers, teacher’s name, and grade level will be needed to ensure our observation schedule is accurate.
3. If there are instructional times you would like us to visit, beyond the regular classrooms, please let us know and provide the above information.
4. A map of your building in order to efficiently schedule visits and locate rooms.
5. A room or location where the SIR team can meet. We will need a secure location to drop off bags and coats. We will need some space to work both before, during, and after the SIR. This spot should only have us in it with doors which can be closed to ensure confidentiality.
	1. We will use the room for the morning welcome and preparation, lunch, debriefing, and about 2-hours additional afternoon time.
	2. If we are able to have a room with computer and projection capabilities that would be wonderful.
	3. As a reminder, we will be a group of about 8 – 10.
6. The SIR schedule will be tailored to your building schedule. We however, would like to arrive between 7:30 and 8:00 that day in order to get organized. We will have our organizational meeting, review of problem of practice, and related professional development from 8:00 until 9:00. Classroom visits will not begin until after 9:00 and will continue until just before the end of day for students.
7. Please help us plan for sharing of SIR visitation observations, comments, and recommendations connected to the problem of practice. This will most likely have to be at a date and time immediately following the visit.

What to expect from CGESD:

1. At least one day prior to the SIR we will share the rounds schedule with the building staff. We will want staff to know at about what time to expect visitors and to confirm that they will actually be in the classroom at that time. If they have their class in the computer lab on that day, for example, just let us know. Adjustments in a schedule are to be expected.
2. The schedule will include your building’s problem of practice and related information for staff information and understanding.
3. On the day of the visits we will bring a sack lunch and bottled water. This is a heavy duty work day for us, i.e. a working lunch and individual breaks as needed.
4. We will bring chart paper, markers, post it notes, etc. Let us know if you will be able to set up the computer with projector.
5. Classroom visits will end prior to the last few minutes of the school day. We will then work in the room provided for us until about 4:30. We will want to complete the summary of observations, comments, and recommendations as well as the materials we will be preparing for you if at all possible. We plan to leave your building at about 4:30.
6. We will set a day and time immediately following the visit for sharing of observations, comments, and recommendations connected to the problem of practice.