Principal Checklist for School Improvement Rounds (SIR)

* Distribute SIR Visit FAQ to staff and introduce the purpose of the visit.
* By January 10, 2014, meet with CGRESD to determine problem of practice (student engagement or first good instruction) and establish connections to LEA school improvement planning.
	+ Why this problem of practice?
	+ How do you see this problem of practice connecting to your SIP and or DIP?
	+ What strengths connected to the problem of practice do you anticipate will be highlighted by the SIR? What opportunities?
	+ What current SI initiatives are being implemented which you feel directly support and connect to this problem of practice?
	+ What piece(s) of professional learning or information, for you and your staff, do you anticipate will, or desire to, result from the SIR visit?
* Provide CGRESD with building professional development plan summary. (For our information)
* Provide CGRESD with your 1-page school improvement plan summary. (For our information)
* Meet with CGRESD, approximate 1-2 weeks prior to the SIR visit, to set date and determine plan for data sharing and action planning following the SIR visit. Allow 60 – 90 minutes for the data sharing and discussion of recommendations, etc.
	+ Who should hear this summary?
	+ Should more than one group participate? (SI teams, entire staff, leadership only, parents, support staff, etc.)
	+ At the high school or middle school level, if student groups are going to be involved, will you need parental permission?
	+ The summary will include power point presentation, data displays, etc. prepared for you by the SIR Visiting Team. Where should the presentation take place?
* Provide CGRESD with teacher names, room numbers, and daily classroom schedules by January \_\_\_\_, 2014.
* Provide CGRESD with building map and master schedule (bells, lunch hours, preps, etc.) by January \_\_\_\_, 2014.
* Reserve secure work room for the SIR Visiting Team. The team will be about 6 – 8 using the room from 7:30 until 4:30. We will be eating lunch here as well as working from this area.
* Confirm computer and projector set up and support for the SIR Visiting Team in the room set aside for the team.
* At least one day prior to the visit, distribute the visitation schedule and information provided on problem of practice to your staff. CGRESD will prepare this for your building.
* Notify CGRESD of any last minute changes, please.
* You will not participate in any of the observations in your building to remove the SIR visit from any semblance of teacher evaluation. We do, however, look forward to chatting with you during the day of the visit with minimal interruptions to your regular work schedule.
* Actively participate in the data sharing, summary of recommendations, etc. on the scheduled date following the visit.