

Sample Schedule
 Programmatic Audit
Two day visit
 Agenda - Team Assignments

Day 1

Time	<u>1</u>	<u>2</u>	<u>3</u>
9:00 am	Continental breakfast: Team meeting and orientation		
9am-10am	Tour of School: Interview with Principal		
10am-11	Doc review: Policy & Procedure manuals	Review attendance data Professional development	Classroom visit
11am-12	Staff files	Classroom Visit Classroom visit	Classroom visit
12-12:30	Lunch & Team Meeting		
12:30-1:30	Doc review: handbooks: student, parent, board	Parent focus group	
1:30-2:00	Student Focus Group -		Doc Review: testing data
2:00-2:30			
2:30-3:00	Classroom Visit	Classroom visit	Doc review: student files
3:30-4:30pm	Team meeting summarize data		
4:30-6:00	Dinner with Board; Discussion and interview of the board		

Day 2

Time	<u>1</u>	<u>2</u>	<u>3</u>
8:30 am	Breakfast and team meeting		
9am-10am	Meet with Special Ed director/teacher	Parent focus group	
10-11	Document review: Special Ed files with SE teacher if available	Review Newsletter & communications	Teacher Focus group
11am-12	Note time		
12-12:30	Lunch and team meeting		
12:30-1:30	Document review and additional interviews if catch up is needed. Other stakeholders		
1:30 pm-3:00pm	Team gathers to write summary		
3:30-4:00	Oral presentation of executive summary to Board and Administration		