SCHOOL DISTRICT VISIT PLANNING GUIDE

1. Determine focus of visit:
   - What school locations, what programs?
   - Who in the district is the lead?
   - Who do you want to invite?
     - Legislators, business, parents, ministerial staff, city officials
   - Who from the district will attend to assist in guiding visits (keeping visitors engaged, where you want them to go and not, and keep the visit on schedule)
   - Will visitors be assigned to groups for school visit?
   - Will transportation be provided?
   - Develop site agenda (will the visit start by meeting the principal or go directly to classrooms, will the visit end with a debrief?)
   - How long will visits last?
   - Will refreshment be provided?

2. Select Visitation Date(s)

3. Develop invitation include:
   - Time and meeting location of start/finish
   - Date
   - Schools to visit
   - RSVP telephone/e-mail (get names, addresses, contact information for invitations and RSVP follow-ups)

4. Determine who will be responsible for the following tasks:
   - Ordering buses, vans
   - Who will be responsible for contacting the media?
   - Developing and sending invitations and follow-up RSVPs.
   - Making and distributing name tags
   - RSVP follow-up contact those who have not responded to invitation
   - Meeting with principals to prepare for visits
     - Determine initial meeting room
     - Prepare short presentation (if that is what your district desires)
     - What is the focus of visit?
o Assign visitors rooms to visit, (no substitute teachers classrooms), school maps, maybe have student guides
o Determine end of visit meeting location
o Ensure front of building is clean, restrooms, halls, garbage cans emptied, inform staff about the upcoming visit.
o Determine who will purchase refreshment.

**Sample School Agenda**

**Agenda**

1. Meet principal 8 – 10 minutes
   a. School goals, focus
   b. This is what you will see
2. Classroom visits 20 minutes (each group visits 2 classrooms, 8 minutes each room)
3. Debrief, what did you see?