**AAA/WASC**

**Focus on Learning**

**Helpful Hints for the Visit**

Preparation for the Mid-cycle Review Visiting Committee visit:

The principal verifies all visiting committee arrangements:

• Welcome letter and directions to the school and hotel sent to each of the Visiting Committee members

• Schedule for the visit – to be coordinated with the chairperson

• Hotel arrangements and location map

• Map from hotel to the school

• Map of area restaurants

• School map

• Classroom schedule for each member plus a blow-up of each schedule in the working area

• Computer printer, office supplies, internet connection

• Computer projector and screen

• Arrange meetings according to schedule with key stakeholders and leadership/follow-up team, superintendent/or designee, chairperson, faculty, students, and parents – to be coordinated with the chairperson

• Parking facilities

• Name tags for Visiting Committee members, school faculty and staff

• Quiet working area

• Refreshments and meal preference for lunch

The principal ensures that the workroom contains pertinent data to drive the school. Examples of student work that supports the schoolwide learning outcomes should be identified in the classrooms. Also, the schoolwide learning outcomes should be posted in the classrooms and other visible areas. Please make sure that the school board, staff, and students understand how the progress report has been generated. It is important that the school board, staff, and follow-up team understand the progress report.