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**Template for Accreditation Visit Schedule**

**School Name**

**Dates**

Instructions for the Chair:

* Please adapt this schedule as you see fit, according to the writing assignments and responsibilities of the team members, and share it with the school leaders using the Share button at the top-right of your window.
* Work collaboratively with the school leaders to finalize the schedule before the team visit, and alert the team members about any changes that are made once the visit begins.
* Make sure to include breaks between sessions and to confirm with the school and team members that the timing will work for any participants.
* Please use the school’s time zone to avoid confusion.
* Any meetings hosted by the school should be indicated in red text.
* Times that are listed in blue and red indicate that a separate meeting is taking place at the same time (listed either directly above or below).

Instructions for the School:

* Please add a meeting link to all sections you see in red. Your school will be the host for these meetings.

Instructions for the Team:

* Links for team meetings can be placed in this schedule, or in a different location if that is preferred by the Team Chair.
* Team meetings are to be private and attended by team members **only.**

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| **Monday (Day 1-Date)** | | |
| **Time** | **Participants** | **Meeting/Task** |
| 8:00 am - 8:30 am | Team Members: All | Preparation Meeting with Team |
| 9:00 am - 10:20am | School:  MSA Team: All | Interview with the Planning Team  Topics to cover: Personal Introductions, Organization for Growth and Improvement, Mission, School Improvement Planning, Profile of the School, Profile of Student Performance  School: add meeting link here |
| 10:30 am - 10:45 am | MSA Team: All | Team debrief on interview |
| 11:00 am - 11:40 am | School:  MSA Team: Chair Team Member 1 | Governing Body Interview  Topics to cover: Governance & Leadership, School Organization, Mission, Foundation Documents  School: add meeting link here |
| 11:00 am - 11:40 am | MSA Team: Team Member 2 Team Member 3 | *Classroom Observations and/or Report Writing* |
| 12:00 pm - 1:00 pm |  | Break |
| 1:00 pm - 1:50 pm |  | Team reviews Self-Study and Evidence related to afternoon meetings |
| 2:00 pm - 2:40 pm |  | Student Deans, Guidance and other Support Interview  Topics to cover: Student Services, School Organization; *Health & Safety*  School: add meeting link here |
| 2:00 pm - 2:40 pm |  | Technology & Media Services Interview  Topics to cover: Information Resources  School: add meeting link here |
| 3:00 pm - 3:20 pm |  | Chair Check-In with Head of School and/or Internal Coordinator(s) |
| 3:30pm - 5:00 pm |  | Team Meeting - Review Evidence and Report Writing |
| *Evening* |  | *Evening meeting sessions can be discussed between the Chair and team members. It is important to share the work that has been accomplished during interviews, previous meetings, and report writing time, while being mindful of the schedule of the entire team.* |

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| **Tuesday (Day 2-Date)** | | |
| **Time** | **Participants** | **Meeting/Task** |
| 8:00 am - 8:30 am |  | Preparation Meeting with Team |
| 9:00 am - 9:40 am |  | *Classroom Observations and/or Report Writing* |
| 9:00 am - 9:40 am |  | Student Programs & Athletics  Topics to cover: Student Life/ Activities  School: add meeting link here |
| 10:00 am - 10:20 am |  | Team Meeting |
| 10:30 am - 11:20 am |  | Faculty Meeting 1  Topics to cover:  School Organization and Staff  School: add meeting link here |
| 10:30 am - 11:20 am |  | *Classroom Observations and/or Report Writing* |
| 11:30 am - 11:50 am |  | *Classroom Observations and/or Report Writing* |
| 11:30 am - 11:50 am |  | Health and Safety Interview  School: add meeting link here |
| 12:00 pm - 1:00 pm |  | Team Debrief and Break |
| 1:00 pm - 1:45 pm |  | Planning Team Interview  Topic to cover: Plan for Growth and Improvement  School: add meeting link here |
| 2:00 pm - 2:15 pm |  | Team Debrief |
| 2:30 pm - 3:20 pm |  | *Classroom Observations and/or Report Writing* |
| 2:30 pm - 3:20 pm |  | Faculty Meeting 2  (incl. Teachers, Curriculum Coordinators, Special Education Teachers)  Topics to cover:  Educational Program  Assessment of Student Learning  School: add meeting link here |
| 3:30 pm - 3:50 pm |  | Chair Check-In with Head of School and/or Internal Coordinator(s) |
| 4:00 pm - 6:00 pm |  | Team Meeting - Review Evidence and Report Writing |
| *Evening* |  | *Evening meeting sessions can be discussed between the Chair and team members. It is important to share the work that has been accomplished during interviews, previous meetings, and report writing time, while being mindful of the schedule of the entire team.* |
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| **Wednesday (Day 3-Date)** | | |
| **Time** | **Participants** | **Meeting/Task** |
| 8:00 am - 8:30 am |  | Preparation Meeting with Team |
| 9:00 am - 9:50 am |  | Student Interviews 1  School: add meeting link here |
| 9:00 am - 9:50 am |  | *Classroom Observations and/or Report Writing* |
| 10:00 am - 10:50 am |  | *Classroom Observations and/or Report Writing* |
| 10:00 am - 10:50 am |  | Faculty Meeting 3  Topic to cover: School Organization and Staff  School: add meeting link here |
| 11:00 am - 11:50 am |  | Parent Interviews  School: add meeting link here |
| 12:00 pm - 1:00 pm |  | Team Debrief and Break |
| 1:00 pm - 1:20 pm |  | Meeting with Head of School |
| 1:00 pm - 1:20 pm |  | Report Writing and Evidence Review |
| 1:30 pm - 2:20 pm |  | *Classroom Observations and/or Report Writing* |
| 1:30 pm - 2:20 pm |  | Student Interviews 2  School: add meeting link here |
| 2:30 pm - 3:30 pm |  | Any additional or follow-up interviews |
| 3:30 pm - 3:50 pm |  | Chair Check-In with Head of School and/or Internal Coordinator(s) |
| 3:30 pm - 5:30 pm |  | Finish team report writing |
| *Evening* |  | *Evening meeting sessions can be discussed between the Chair and team members. It is important to share the work that has been accomplished during interviews, previous meetings, and report writing time, while being mindful of the schedule of the entire team.* |
|  |  | ***Note on the oral report: We are providing flexibility to chairs to conduct the oral report either sometime on the last day of the visit or within a few days of the visit. Chairs and schools are to discuss the timing and come to an agreement.*** |
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