

Preparing to Host the Team Visit

The Peer Review Process

What will you learn from this module?



- How to schedule a Team Visit.
- Responsibilities of the Host School.
- Purpose of the Pre-Visit.
- Expectations during the Team Visit.
- What happens after the Team Visit.

Scheduling Your Team Visit

- You will receive an *Application for Evaluation* in the February prior to the school year in which your visit will take place.
- Return the application, evaluation fee payment, and a list of preferred dates promptly to ensure your preferred dates.
- MSA-CESS will work with your school to find mutually agreeable dates.
- A *Date Confirmation Letter* will be sent to you via email confirming your team size and length of visit.
- Length of the visit and team size are based on a variety of factors, but the average length is 3 ½ days.

Responsibilities of the Host School

- Your school is responsible for all team expenses:
 - individual accommodations for each team member in a common location
 - all meals
 - all approved travel expenses, including the Pre-Visit for the chair
- You must provide a work area onsite at the school and at the accommodation.

Arranging the Pre-Visit

- Your school and chair set a mutually agreeable date for the Pre-Visit once the chair is confirmed.
- The Pre-Visit should take place at least 30 days prior to the visit.
- A copy of the self-study and the approved Technical Review are sent to the chair prior to the Pre-Visit .
 - (If the self-study is not final at the time of the Pre-Visit a final copy should be submitted to the chair prior to the Team Visit)
- The self-study should be sent to chair in electronic form.
 - (Under certain circumstances, such as international visits, the Pre-Visit may be conducted virtually or over phone)

Purpose of the Pre-Visit

The chair will:

- Meet with the internal coordinators and other key players.
- Review the *Pre-Visit Checklist* with the school.
- Gain an understanding of how the school is organized.
- Learn how the self-study has been shared with stakeholders and their attitude towards it.
- Discuss any “political” issues that may affect the visit.
- Inquire about arrival procedures and security arrangements.
- Discuss plans for a modest team welcome.
- Determine when and where the *Oral Report* will be delivered.
- Tour the school and team’s accommodations.

Purpose of the Pre-Visit

The Chair and your school will come to agreement on:

- How and when to distribute the self-study and welcome materials to the team.
- The final schedule for the Team Visit.
- An appropriate work room that meets the team's needs for efficiency and confidentiality.
- Appropriate hotel accommodations with adequate workspace facilities
- Plans for all meals.
- Transportation needs during the visit.
- Procedures for reimbursing the team.

Submitting the Self-Study

- The completed self-study should be submitted to Middle States
- There are two ways to submit your self-study to Middle States:
 - **Option One:**
 - Email entire self-study to reports@msa-cess.org
 - **Option Two**
 - Place entire self-study on a flash drive and mail it into the office.

Attn: Kristy Lamoureux

Middle States Association

Commissions of Elementary and Secondary Schools

3624 Market Street, 2 West

Philadelphia, PA, 19104

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During the Visit

The Visiting Team will...

- Determine adherence to the 12 MSA-CESS Standards.
- Determine adherence to the requirements of the protocol.
- Review the Plan for Growth and Improvement and the quality of the self-study.
- Provide recommendations for improvement as critical friends.
- Make an accreditation recommendation.

During the Visit

The team will:

- Interview.
 - Teachers and staff
 - Administration (including Board members if possible)
 - Planning Team
 - Parents
 - Students
- Conduct brief observations of teaching and learning and the general operations of the school:
 - No need for the team member to be acknowledged, they want to be as unobtrusive as possible
 - To include classroom, recess, lunch, arrival and dismissal, and activities
- Review Documentation used as evidence in the self-study.



**The team is
expected to...**

Leave the school in a
position to grow.

Completing the Visit

- Your school will receive a draft report 2-4 weeks after the visit.
- You will have the opportunity to check the draft team report for errors of fact and return to the chair within 10 days.
- You will receive a post-visit survey to complete, evaluating the Team Visit experience.
- You will receive the final version of the Team Report that will be reviewed and sent to the Middle States Commissions.



- The Pre-Visit is a great way to assess, with your team chair, where you are in the process and what still needs to be done.
- The better organized you are for the visit, the more efficient and effective the team can be with their limited time in your school.
- The best way to prepare for hosting your Team Visit is to volunteer to serve on a team.

Summary

The purpose of this module was to prepare you for the Team Visit.

At this point you should be ready to:

- Be ready to schedule a Team Visit.
- Understand the responsibilities of hosting the team .
- Be prepared to complete the Pre-Visit.
- Understand the expectations during the Team Visit.
- Be familiar with what happens after the Team Visit.

**The full sequence of training modules are available at
www.msa-cess.org**

Starting the Accreditation Process

Steps to Accreditation

Selection of Protocol

Getting Started

Foundation Documents

Self Assessment of Standards

Self Assessment of Curriculum, Instruction, and Assessments

Improvement Planning – Objectives

Improvement Planning – Action Plans

Preparing and Hosting a Visiting Team

After the Visit