

**Name School  
(Site Visit Dates)**

**AGENDA  
VISITING TEAM SAMPLE SCHEDULE**

**Evening Prior to Visit**

<b>5:00</b>	<b>Meet at Designated meeting place / Dine and Socialize</b>
<b>8:00</b>	<b>Receive instructions and review schedules</b>

**DAY 1**

<b>7:00 - 7:30</b>	<b>Breakfast (TBA)</b>
<b>7:30 – 8:00</b>	<b>School Tour and Introductions</b>
<b>8:00 – 11:30</b>	<b>Class visits and interviews</b>
<b>11:30 - 12:00</b>	<b>Lunch</b>
<b>12:00 - 12:15</b>	<b>Team meeting</b>
<b>12:15 - 4:00</b>	<b>Continue class visits and interviews Verify evidence and post results in WCSA Benchmark Document</b>
<b>4:00 - 5:00</b>	<b>Team meeting</b>
<b>5:00 - 6:00</b>	<b>Dinner</b>
<b>6:15 - 7:30</b>	<b>Meet with Education Committee and/or Home &amp; School Organization</b>
<b>7:30 -</b>	<b>Team meeting</b>

**DAY 2**

<b>7:15 - 7:45</b>	<b>Breakfast (TBA)</b>
<b>7:45 - 11:30</b>	<b>Finish visits and interviews and follow-ups Verify evidence and complete WCSA Benchmark Document</b>
<b>11:30 - 12:00</b>	<b>Lunch</b>
<b>12:30 – 3:15</b>	<b>Team meeting to finish reports and prepare for exit meeting</b>
<b>3:30 – 4:00</b>	<b>Meet with principal and prepare for exit meeting</b>
<b>4:00 – 4:15</b>	<b>Exit meeting</b>
<b>4:15 - 5:00</b>	<b>Finish filling out forms, turning in expense vouchers, sign Recommendation form, clean up</b>