

Before the Visit: Preparation

The assigned CSSI team lead initiates contact with school leadership in late July/early August, to schedule the visit. Preparing for the CSSI visit is a partnership between school leadership and the CSSI team lead. Approximately eight weeks before the visit, the CSSI team lead sends the school leader three key documents that detail preparation steps. Detailed responsibilities for each stakeholder are provided at the end of the playbook.

- Letter to the Leader: This provides each of the steps the leader will need to take to prepare for the visit, such as communication with their stakeholders, scheduling interviews, preparing space, and collecting documents for review.
- 3-Day Interview Schedule Template/Example: The school leader schedules stakeholder interviews and then provides the draft to the CSSI team lead, who uses the school's master classroom schedule to schedule instructional observations for the team.
- Document Review Checklist: This provides a checklist of all documents the school will need to collect and share with the CSSI team. The school is encouraged to share the documents digitally but may elect to share paper artifacts when necessary.

CLICK HERE: [Letter to the Leader](#)

CLICK HERE: [3-Day School Visit Schedule](#)

CLICK HERE: [Document Review Checklist](#)

Before the visit, the CSSI team lead will use the school's interview schedule and class/bell schedule to schedule instructional observations for team members assigned to standards 1-8. The team lead will ensure that all core teachers are observed (as well as specials teachers when feasible) with these parameters:

- Observations are 25-30 minutes long
- If a teacher teaches more than one grade level or content, the team will attempt to observe them in each area they teach
- Observations will span the beginning, middle, and end of the lesson cycle.

All team members conduct classroom visits. Team members are encouraged to note as much concrete evidence on the observational tool as possible to justify the score given. It is helpful to note which parts of the indicator were present and effective and which were not.