Directions: Below is a list of the documents the CSSI team will need to review. Please complete the following checklist, indicating where/how we will access these documents; place an "x" in the appropriate column. Return to your team lead at least one week before your visit.

Domain 1: Leadership for Rapid Improvement					
Document	Does not exist	Website	Hard Copy	Shared Folder (Google Drive, Teams, etc.)	Other
School Vision and Mission					
School Core Values					
Organizational Chart					
School Calendar					
Class/Teacher Schedule					
Staff Newsletters/Emails (at least 5 examples)					
Parent/Family Newsletters (at least 5 examples) *Include translated materials when applicable*					
Employee Handbook					
Student/Family handbook					
Job Descriptions (for each position)					
Current and last year's UIP or any Continuous Improvement Plan used					

by school leadership				
Artifacts documenting how leadership monitors school goals/major improvement strategies (e.g. UIP Tracking document)				
Previous year's satisfaction survey and results (parents, students, staff)				
Leadership calendars/schedules and other artifacts that demonstrate time spent on instructional leadership				
Decision Making Protocols				

Domain 2: Talent Development					
Document	Does not exist	Website	Hard Copy	Shared Folder (Google Drive, Teams, etc.)	Other
Salary Structure/Schedule					
Hiring Process and Protocols					
Teacher Recruitment Documents (examples)					
Teacher Onboarding documents					
Teacher Evaluation tools/process/schedule					

	Does not exist	Website	Hard Copy	Shared Folder (Google Drive, Teams, etc.)	Other
Leadership evaluation tools/processes					
Examples of completed teacher evaluations (at least 3 examples)					
Example of a Professional Learning Plan					
Examples of instructional rounds/coaching (schedules, coaching protocols and artifacts, feedback given to teachers, trackers tracking feedback and teacher implementation)					
Professional Development Calendar					
Calendar/Schedule of Collaboration (Instructional Leadereship Team, Instructional Design Teams, etc.)					
PD agendas and training materials (at least 3 examples)					
Teacher Leadership Descriptions/Mentor Teacher Program					

Domain 3: Instructional Transformation					
Document	Does not exist	Website	Hard Copy	Shared Folder (Google Drive, Teams, etc.)	Other
Curriculum Documents: maps, pacing guides, scope and sequences, and unit plans (several examples					

across grade levels and content areas)				
Lesson Plans (several examples across grade levels and content areas)				
Evidence of Mastery Requirements: rubrics, exemplars, scoring guides, etc. (several examples across grade levels and content areas)				
Instructional Rubric (or a document that communicates "how" you teach and what is expected of best first instruction)				
Assessment Calendar				
Assessment Vision/Playbook (lists measures used and purpose: diagnostics, interims/benchmarks, summative, and formative)				
Data Team Documents (protocols, schedules, templates, minutes/action places, etc.)				
Internal Data Results/Reports from Current School Year (e.g. NEWA, STAR, Illuminate, etc)				
MTSS Overview/Flowchart (Academic and Social Emotional)				
List/Description of evidence-based materials/programs used in interventions				

Document					
Program Descriptions for English Language Learners					
Program Descriptions for Special Education					
Program Descriptions for Gifted and Talented					

Domain 4 Culture and Climate					
Document	Does not exist	Website	Hard Copy	Shared Folder (Google Drive, Teams, etc.)	Other
School Values/Character Traits and Tier I Behavior/Management/PBIS System					
Community Events: open house, parent nights, student performances (schedules and/or examples),					
Discipline and Behavior Policies (if not in the handbook)					
PTO/PTA/SAC and another parent/staff committee documents					

Standard 9: Governance						
Document	Does not exist	Website	Hard Copy	Thumb Drive	Google Shared Folder	Other
Mission/Vision Statement						
School Leader/Executive Director Evaluation Tool/Template						
Agreements between school authorizer/ESP/CMO						
Authorizer Reviews						
Board Bylaws						
Board Meeting Calendar						
Board Meeting Agendas and Minutes (at least seven examples)						
List of Board Committee Documents (at least five examples of agendas and minutes)						
Board Needs Assessment						
Board Policies/Policy Handbook						
Board Professional Development Plan						

Board Recruitment Documents (examples)						
Board Self-Evaluations						
Board Strategic Plan						
Board Work Sessions/Retreats (at least three examples of agendas and minutes)						
Charter Contract Documents						
SAC Agendas/Minutes/Reports (at least five examples)						
Data Dashboard (at least three examples)						

Standard 10: Financial Documents						
Document	Does not exist	Website	Hard Copy	Thumb Drive	Google Shared Folder	Other
Annual Audit Documents and Management Letter						
Annual Budget						
Multi-Year Budget						
Financial Polices						

Calculation of Reserves					
Enrollment Policies, Numbers and Waitlist					
Purchase Card/Credit Card Policy					
Percentage benefit costs per job classification					
Lease/Mortgage/Bond Documents					
Bank Statements (last 12 months)					
Monthly/Quarterly financials statements with budgets to actuals					
Grant Award Letters including CCSP					
Check Register from Day 1 of operations					
Policies/Procedures for document security and back-up					
Chart of Accounts (COA)					
Debt Agreements					
Investment Statements					
Board Financial Committee Agendas and Minutes (at least 5 examples)					