

Dear School Leadership,

The Charter School Support Team is looking forward to visiting your school this school year as part of your CCSP Grant. This letter contains an overview of the CSSI visit process and key preparation steps for the school. Your visit is scheduled for **XXX**.

You will need to prepare for the visit through these three key steps

- 1. Create the interview schedule**
- 2. Gather and organize school documents for review**
- 3. Prepare stakeholders and ensure they understand the purpose of the CSSI Visit.**

### *1. Creating the Interview Schedule*

- CSSI will interview all key stakeholders, including
  - All school leaders for 60 mins (Principal, assistant principal, instructional coaches, deans, operations directors of curriculum, etc.)
  - All BoD Members: 45 mins
  - All teachers and specialized support staff: 30 minutes
  - All business operations professionals, including 3rd party vendors when applicable: 45 minutes
  - A collection of 5-6 parents: 30 minutes
  - Specials teachers when capacity allows: 15 minutes
  - Instructional assistants when capacity allows: 15 minutes
- Use the attached CSSI Interview Schedule Template to build your interview schedule.
- Parameters for Scheduling Interviews
  - Schedule a 60 minutes interview for the principal/school leader at the beginning of Day 1. If you also have an overarching school executive director, please schedule an hour for this person before or after the principal/school leader. No other interviews should be scheduled at the same time as these interviews.
  - Please schedule an additional 45-minute interview with the principal/school leader around 10:00 am on Day 3. There should be no other interviews scheduled during this time. This should end the interviewing for a visit, and the rest of the day should be dedicated to the CSSI team triangulating their data and generating their reports.
  - You can schedule up to 3 interviews at one time:
    - Do not schedule other leadership team member interviews at the same time
    - Do not schedule BoD members or Business Operations Personnel at the same time
    - Do not schedule special education teachers, MTSS coordinators,

or other specialized student support staff simultaneously.

**Next Step:** Submit your draft schedule for feedback by **XXX**.

2. *Document Collection and Review*

The CSSI team requests to review various documents to assess CDE's Standards for Continuous Improvement. Some of these documents may be on your website, or you can share these artifacts via google drive, thumb drive, or hard copies organized in binders. It should be noted that there is no need to create anything you don't already have and are using. Please use the Document Review Checklist to collect your documents, checking where the CSSI team will access them as you go.

**Next Step:** Submit your document review checklist and share your Google Drive folder (if applicable) with the CSSI team by **XXX**.

Thank you for preparing for your visit. Please know we are here to support you. Let's schedule a preparation phone call approximately three weeks before the visit to review your draft interview schedule and document review checklist. Which of these dates/times work for you:

- XXX at XXX
- XXX at XXX

Sincerely,

CSSI Team Leader