

CSSI Team Members

Before the Visit	<ul style="list-style-type: none"> ● Read all communication and preliminary documents provided by the team lead; this may include the school’s website, SPF, and UIP. ● Review team member agreement.
During the Visit	<ul style="list-style-type: none"> ● Sign team member agreement, complete W-9, and fill out invoice. ● Attend all portions of the visit and stay for the scheduled day; some visits may also include commutes of up to 60 minutes or overnight travel. ● Data Collection and Analysis <ul style="list-style-type: none"> ■ Stakeholder Interviews: Use interview scripts and take digital notes. ■ Classroom Visits: Complete a CVT for each assigned visit. ■ Document Review: Review all documents relevant to assigned standard(s) and take notes. ○ Prioritization: Team members synthesize the data they collected throughout the visit and share it with the team effectively; all team members contribute to the prioritization process and help the team land on the right key levers for targeted school improvement.
After the Visit	<ul style="list-style-type: none"> ● Team members complete and send their assigned domains/standard(s) within 24 hours of the visit.