

Verification for Team Visit Readiness Checklist

This checklist should be filled out by the Team Chair eight weeks prior to a team visit and turned into the appropriate Regional office.

School Name: _____ City/State: _____

Chair name: _____ Country: _____

1. All previous Major Recommendations have been met and are at the compliance level or higher: Yes No
Comments:

2. Evidence has been seen to substantiate that the following indicators are at the compliance level or higher:

- Yes No 2.11 – compliance with applicable local, state and federal laws
 Yes No 3.7 – nondiscrimination statement published and evident
 Yes No 4.3 – appropriate screening and background checks for all personnel
 Yes No 6.1 – comprehensive written security and crisis management plan
 Yes No 6.7 – policies for child safety and staff conduct; training in reporting responsibilities
 Yes No 6.10 – legal standards for fire protection, sanitation, and transportation met

Comments:

3. Administrator (100%) and teacher (80%) certification requirements will be met by the visit dates. Yes No
Comments:

4. No more than 10% of Critical Indicators are below compliance level. Yes No

5. Additional indicators that need attention prior to the team visit:

6. Other factors that need attention prior to the team visit:

Additional Comments (include the school's overall level of preparation for the visit with items such as logistics, schedule, etc.):

Chair Signature: _____ Date: _____

Print Chair Name: _____