Academic Programmatic Review 2020-21
School Readiness Checklist - Remote/e-Learning Process

(MSID – SCHOOL NAME)

School Visit Facilitator: _____

I. Logistics

❒ Review notification letter and all documents provided.

❒ Attend Pre-Visit Planning and Kick-Off Meetings.
Using the District-issued email, a Teams invite will be sent to the School. The Principal/School Leader must use the School's Outlook email address to access these meetings. She/He is responsible for sharing meeting information and link with appropriate staff.
- Pre-Visit Planning Meeting Date and Time: _____
- Kick-Off Visit Meeting Date and Time: _____

❒ Identify School Visit Liaison
The School Principal will select a member from the Leadership Team to serve as the School Visit Liaison. Together with our Visit Facilitator (CSMSD), they will work to address logistic and access requirements during this process.
- School Visit Liaison is _____

❒ Identify how members of the Review Team will have remote access to required documents, compliance artifacts, evidence of student work and other items identified in the Readiness Checklist.
- For documents that are not accessible via online platforms, the School will use the provided OneDrive folder.
- For documents that are available online, the School will give the Review Team temporary access to the corresponding platforms/websites, as applicable.

I.A. Access to Online/Web-based Platforms

❒ Provide a list of all online platforms to be used by the Review Team including the name of the program/website, purpose, access link, and user id and password to be used. An example has been provided below.
- For your convenience we have created a document titled***, Access to Online/Web-based Platforms*** where you can enter this information. This document is available in the OneDrive subfolder titled, ***Online Platforms.***

Name of Program	Purpose	Access Link	User Id	Password
Great Lessons	Lesson Plans	www.greatlessons.com	School1@charter.com	LessonsABC123

I.B. Access to Remote/e-Learning Classrooms

❒ Provide a list of all remote/e-learning classroom platforms the Review Team may visit during the remote visit. Include the name of the program/website, access link, and user id and password to be used. Also, please include any user instructions, as applicable.

- For your convenience we have created a document titled, ***Access to Remote/e-Learning Classrooms,*** where you can enter this information. This document is available in the OneDrive subfolder titled, ***Online Platforms.***

Name of Program	Access Link	User Id	Password	Instructions/ Comments
Great Classroom	www.greatclassroom.com	School1@charter.com	Class123#	

I.C. Meeting with Respective Staff
Review Team will schedule individual Phone/Video Conferences via Microsoft Teams platform with corresponding contact in Academic areas including Literacy Coach/Lead teacher, ESE Specialist, ESOL Contact, MTSS/RtI Facilitator, and Interventionist, if applicable.

II. Academic Compliance Review
The following items need to be accessible remotely for review. Documents and compliance artifacts may be available through an online platform or can uploaded in the OneDrive folder shared with the School, as applicable. For items that will be accessed via a website or online platform, please enter the details in the document referred in item ***I.A: Access to Online/Web-based Platforms*** of this checklist.

A. Contact Information Forms
Complete both Contact Information Forms available in OneDrive subfolder titled, ***Contact Information Forms***
- ❒ School Leadership Team
- ❒ Instructional/Teaching Staff

B. School Schedules
Upload all schedules listed below in OneDrive subfolder titled, ***School Schedules***. Please name each schedule to reflect the specific content.
- ❒ Master Schedule
  Copy of the current master bell schedule clearly identifying teacher names, grade levels, subject areas, time assigned for each subject including Reading and Language Arts block, teacher planning periods and student lunch breaks
- ❒ Instructional/Teachers
- ❒ Small groups and Individual Interventionist(s) schedules, including all Tier 2 and Tier 3
- ❒ ESE service provider(s)
- ❒ Heritage Language Support
- ❒ Course Recovery and Retention Support (Secondary Only)

C. Student Assessment/Data
- ❒ Ensure that prior school year assessment data for all students (FSA, FCAT 2.0/EOC., ACT/SAT, PERT, BAS/LLI, FAIR-FS, FLKRS-STAR, iReady, Running Records, Scantron, Reading Plus, ACCESS for ELLs, IPT, Imagine Learning, other) is available in **Charter.Tools**.

D. Lesson Plans
- ❒ Access to two weeks of lesson plans (current and prior week) for all grades and subject areas as identified in the bullets below, including Reading and English Language Arts, with clear identification of differentiated instruction (data-driven small groups), ESE accommodations, gifted/advanced learners, ESOL strategies, Florida Standards, and curriculum materials used, etc.

E. Evidence of Student Work

❒ Access to student work folders/portfolios for core content areas that are aligned to the Florida Standards, and includes clear identification of differentiated instruction (data-driven small groups), ESE accommodations, gifted/advanced learners, ESOL strategies, and curriculum materials used, etc.

- If access through an online platform/webpage is not available, please upload copies of student work for each content area in the OneDrive subfolder titled, ***Student Work_Portfolios.***
- Upload student work samples for four (4) students per grade bands K-2, 3-5, 6-8, 9-12, across Core Content Areas including ELA, Math, Science, and Social Studies.

F. Keytones Performance Tasks

❒ Evidence of the school's Student Portfolio Process: Keystones Performance Tasks Folder for each third-grade student, including current student score spreadsheet in teacher's data binder, or formal portfolio process with student score documentation.

- If access through an online platform/webpage is not available, please upload copies of Student Portfolio Process: Keystones Performance Tasks Folder for two third-grade students per teacher in the OneDrive subfolder titled, ***Keytones Performance Tasks.***
- Include most current copy of the Student Record Form (class roster with scoring) for each third-grade teacher.

G. Early Warning Systems (EWS)

❒ Evidence of a current Early Warning Systems process including updated student data (attendance, behavior, test scores, course failure, retentions, 2 or more risk factors) and student support/interventions narrative detailing support systems for vulnerable student populations

- Complete the EWS Data template provided and supporting narrative for identified students, and upload copies of the school's EWS data by grade levels K-5, 6-8 and 9-12, as applicable, in the OneDrive subfolder titled, ***Early Warning Systems.***

H. Multi-Tiered Systems of Support (MTSS/RtI)

❒ Evidence of a current Multi-Tiered System of Support/Response to Intervention (MTSS/RtI) Process, as substantiated by proper documentation including CPST meeting schedules, agendas, and sign-in sheets. **Individual student documentation including** evidence of small group or individual data-driven interventions, intervention student assignments, progress monitoring data/analysis, and evidence of parent participation (compiled into one electronic folder per student).

- Upload copies of individual student documentation for students in the OneDrive subfolder titled, ***MTSS_RtI.***
    - ❒ Tier 2 Folders: K-2, 3-5, 6-8, 9-12 (3 folders per grade-level band)
    - ❒ Tier 3 Folders: K-2, 3-5, 6-8, 9-12 (2 folders per grade-level band)

I. English Language Learners (ELLs)

- ELL files will be accessed through Ellevation.

J. Exceptional Student Education (ESE)

- ESE files (SWD and Gifted) will be accessed through Ed Plan.
- ESE Service Log (SLP, OT, PT, Counseling, etc.) will be accessed through Ed Plan.