APR Remote Process 2020-2021
School Visit Facilitator Action Steps

Directions: Please use this document to keep tract of each school you have been assigned as a School Facilitator. Modify as needed to meet the specific needs of each school.

Before APR Visit
❒ Download school specific reports from Data Warehouse and TERMS (if applicable)
❒ Update Readiness Checklist and Pre-Meeting Agenda with school specific information
❒ Update Visit Timeline with appropriate dates for all meetings/processes
❒ Send Pre-Meeting Agenda and Readiness Checklist via email, include links to Pre-Visit Survey, OneDrive Folder, and Microsoft Teams Meeting
❒ Conduct a review of One-Drive folders to ensure alignment to Readiness Checklist
❒ Update OneDrive contact/communication document for Academic Team
❒ Conduct a Microsoft Teams Meeting with School Liaison two days before the Pre-Meeting to go over specific processes (if available)
❒ Facilitate Microsoft Teams Pre-Meeting with Academic Team and charter school Leadership Team
❒ Review Pre-Visit Survey in preparation for Teams Kick-Off Meeting and Remote Academic Programmatic Review
❒ Update Kick-Off Meeting agenda with school specific information
❒ Send email reminder for Microsoft Teams Kick-Off Meeting and attach PDF copy of agenda. Include Microsoft Teams meeting link
❒ Conduct a Microsoft Teams meeting with School Liaison the two days before the Kick-Off Meeting to go over specific processes, electronic access and OneDrive contents
❒ Facilitate Teams Kick-Off Meeting with Academics Team and school Leadership Team (designate School Visit Liaison as presenter in Teams)
❒ Timely respond to all emails/calls pertaining to the APR Remote Visit.
During APR Visit
❒ Maintain communication with School Visit Liaison
❒ Review OneDrive to ensure all school folders are being updated with artifacts
❒ Participate in Teams calls with Academic Team members and school representatives (if needed)
❒ Support charter school with uploading and organizing files for easy access of information (for our team)
❒ Support Academic Team members with access to remote classrooms and digital platforms (troubleshoot with school liaison, as needed)
❒ Timely respond to all emails/calls pertaining to the APR Remote visit
❒ Update APR Remote Tool as needed throughout the visit (on SharePoint)
❒ Participate in Academic Team Meeting on Thursday afternoon to discuss progress, concerns and Exit Checklist
❒ Complete Exit Checklist and PDF document to share with charter school at the conclusion of the visit (Upload to SharePoint at the conclusion of the visit)
Closing APR Visit
❒ Touch-base with Academic Team members to ensure they have completed their portion of the visit
❒ Check APR Remote tool to ensure all appropriate sections have been completed and/or greyed out
❒ Send closure email to charter school with PDF attachments of Exit Checklist, Folder-List, Retained Student List, and Meeting Attendance Reports