
OVERVIEW PRESENTATION GUIDELINES FOR EQUITY SITE VISITS

The overview enables the district to showcase its programs and services related to educational equity to the visiting team. The overview also sets the expectations for what team members will see and hear during the site visit.

The eight areas of the educational equity review have been established by the Office for Civil Rights (OCR). The eight areas correspond with the 2016-2017 Equity On-Site Manual and the Equity Letter of Finding (or Equity Report) the district will receive following the equity visit.

The descriptors for the eight areas are provided in the 2016-2017 Equity On-Site Manual. The district can use these descriptors to describe the overall picture of its educational equity efforts.

The district is encouraged to prepare for the overview by giving consideration to its educational equity journey through the “**what**” and “**how**” of each of the following equity areas:

- I. Administrative Requirements
- II. Recruitment, Admissions and Counseling
- III. Accessibility
- IV. Comparable Facilities
- V. Services for Students with Disabilities
- VI. Financial Assistance
- VII. Work Study, Cooperative Programs and Job Placement
- VIII. Employment

Districts/schools are asked to:

Plan the overview to include significant data and attributes of programs, initiatives, and activities of each area of educational equity that are unique to the district, including disaggregated data.

- Provide an update on progress the district has made since its last equity site visit regarding recommendations and non-compliances (if applicable).
- Provide a summary of what the district has learned through the review of demographic and disaggregated data, including strengths and challenges in providing educational equity.

Suggestions:

- Prepare a handout with note taking space to provide to each site visit team member.
- Avoid including detailed information in the district overview that can be found in other documents provided to the site visit team.

- The overview presentation should not exceed 45 minutes.

Recommended Agenda:

- I. Welcome and Introductions (5 minutes)
- II. District Overview (45 minutes)
- III. Follow-up Questions/Answers (10 minutes)

Questions?

Contact the Iowa Department of Education School Improvement Consultant for your AEA.

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If you have questions or complaints related to compliance with this policy by the Iowa Department of Education, please contact the legal counsel for the Iowa Department of Education, Grimes State Office Building, Des Moines, IA 50319-0146, telephone number 515/281-5295, or the Office for Civil Rights, U.S. Department of Education, Citigroup Center, 500 W. Madison Street, Suite 1475, Chicago, IL 60661-7204, Telephone: (312) 730-1560, Facsimile: (312) 730-1576, [Email: OCR.Chicago@ed.gov](mailto:OCR.Chicago@ed.gov).