

Equity Visit Sample Schedule 2016-2017

Creating a good schedule is critical as a district prepares for an equity site visit. This should be one of the first considerations in planning. A sample schedule has been created to serve as a guideline for planning and can be found on the DE website [here](#).

The Equity Sample Schedule is based on efficient, practical schedules used to obtain information needed for the Equity Letter of Finding (equity report.)

While each situation is unique, we have found the sample schedules serve as a good starting point and help ensure that all required interview groups are included. The equity team leader will consult with districts as the schedules are prepared in advance of the visit.

The following points will guide the development of individual equity site visit schedules:

- The schedule must allow for team orientation and the district overview.
- Document review time will be needed throughout the visit.
- All required interview groups must be represented.
- Include travel time between attendance centers, brief team time for dialogue, and occasional breaks for equity team members.
- Consider how attendance center schedules (including morning and afternoon bus schedules) and availability of interviewees might impact the interview schedule.
- It is advantageous for interviews to be conducted somewhere other than the team workroom when possible. This allows some team members to review documents while others are involved in interviews.
- It is also important for the final schedule to include the site(s) where the interviews will be held. The names of the persons to be interviewed can be included on the schedule or provided to the equity team leader on a separate list.
- Equity team members will facilitate introductions and explain the purpose of the visit at the beginning of each interview session.

The sample schedule was created to be a guide as districts are designing equity site visit schedules. Schools and school districts will collaborate with the DE equity site visit team leader to customize the samples to meet the needs of the district and the schedules of school staff members and community representatives

Equity Two Day Site Visit Schedule

? Community School District
Equity Site Visit Schedule
Month/Days/Year

Month/Day - Day 1 Building

Time	Team	Event/Activity/Interview Group*	Location (building/room)
TBD	Facilities	Buildings, Facilities, and Grounds Tour/Review	TBA
9:30 – 11:30	All Members	Equity Visit Team Orientation and Document Review	Team Room
11:30 – 12:30	All Members	Lunch	
12:30 - 1:30	All Members	District Overview	TBA
1:30 – 2:00		Process and Travel	
2:00 – 3:00	A	Human Resources/Personnel	TBA
	B	Middle and High School Counselors	TBA
	C	High School Students	TBA
3:00 - 3:45	All Members	Process and Travel	
3:45 - 4:45	A	Middle and High School ESL Teachers	TBA
	B	CTE Teachers	TBA
	C	Middle and High School Special Education Teachers	TBA
4:45 - 5:15	All Members	Process and Travel	
5:15 - 6:15	A	Parents of High School ELL Students	TBA
	B	Equity Committee (if applicable)	TBA

	C	Parents of High School Students	TBA
Month/Day - Day 2			
8:00 – 9:00	All Members	Team Dialogue	Team Room
9:00 - 10:00	A	Superintendent	TBA
	B	Equity Coordinator	TBA
	C	Middle and High School Principal(s)	TBA
10:00 – 11:00	All Members	Report Development	TBA
**11:00	Team Leader	Informal Exit with Superintendent	

*Please attach a list of names for each interview group to this completed schedule

**A firm time will be determined by 9:00 a.m. on this day

Last Updated: 07/05/16