ON-SITE VISIT WORKROOM NEEDS

ON CAMPUS WORKROOM:
1. A designated, well-lit space for use by On-Site Visiting Team Members ONLY. Large enough to accommodate each team member’s laptop, with space for written materials; arrangement around a large table works well, but individual desks will suffice. Space for assorted materials of the team members is essential.
2. Wired to power laptops FOR EACH TEAM MEMBER with power-strips or multiple desk or wall plugs.
3. Located in a quiet and private area of the school (i.e., not a walk through area), with a locking door.
4. Easy, stable, and secure Internet access with instructions necessary for connection.
5. A Wifi enabled printer with paper.
6. Contact information for the IT person for assistance, if needed.
7. Keys/key cards and name tags for each team member providing access to the entire campus.

SUPPLIES
1. Poster board map of the school with a picture, name, title, room number, and primary responsibility for each teacher and staff member.
2. Faculty schedules (two notebooks, each having a full set of schedules) arranged from youngest child section to oldest.
3. A folder for each Team Member including a map of the school, a school daily schedule, and a final copy of the OSV schedule.
4. A printed copy of the school’s Self-Study.
5. One Stapler and staples.
6. One small box of paper clips.
7. Pens, pencils, highlighters.
9. Post-it notes (1 pack).
10. Tissues.
11. Simple/healthy snacks (e.g., coffee (decaf also), water, granola/protein bars, pretzels, nuts, etc.) with napkins.
12. Curriculum notebook and materials (e.g., texts, workbooks, or online references) for each grade/course.
13. Documents box (file containing Documents in Adherence to Standards, one document per folder with the letter, number, and title of document on the folder). Organization of this box should adhere to the Self-Study sections.

HOTEL CONFERENCE ROOM SUPPLIES:
1. Menu for Tuesday dinner that will be a working dinner (delivered to the hotel).
2. Water, light/healthy snacks, napkins, etc.
3. Easy, stable, and secure Internet access with instructions necessary for connection.