



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
8. Paper for note-taking
9. Post-it notes (1 pack)
10. Tissues
11. Simple/healthful 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.
14. Emergency phone numbers for school business/incidents

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