



School Visitation Report

The K-12 Board would like teachers to visit other successful schools to see what we can learn and use to improve our own school system. If your school calendar allows an extra day off, you may wish to cancel school on the day you (and other teachers at your school) go visiting. If your calendar does not allow it, you will need to hire a substitute teacher to cover your classes while you go visiting. The Conference will cover your reasonable travel expenses and substitute teacher costs if you complete this report. Please use existing forms for substitute teacher payment and mileage reimbursement.

If you'd rather not complete a report, invite the superintendent to join you on your visitation day. After spending the morning at the school, he will take you to lunch and receive your report verbally. This option is possible only if you arrange your visitation day with the superintendent far in advance of the visitation date. If you prefer this option please contact the superintendent at mark@multiagelearninglabs.com.

Shown below is a suggested checklist of Benchmarking Day activities:

- | | | |
|---|---|--|
| <input type="checkbox"/> Observe Start of School Procedures | <input type="checkbox"/> Review How they Use Technology | <input type="checkbox"/> Interview the Principal |
| <input type="checkbox"/> Observe Several Master Teachers | <input type="checkbox"/> Look at all the Textbooks they Use | <input type="checkbox"/> Ask How they Recruit/Market |
| <input type="checkbox"/> Check the School Library | <input type="checkbox"/> Obtain a Copy of School Handbook | <input type="checkbox"/> Find out What's Expected of Parents |
| <input type="checkbox"/> Learn About their Discipline Plan | <input type="checkbox"/> Review their Fundraising Program | <input type="checkbox"/> Get Copies of Good Forms they Use |

Your Name: _____

Name of the School You Visited: _____

Date You Visited this School: _____

How Long You Visited _____

(When combined with your webinar minutes, must total 240 minutes)

Why You Chose this School? _____

Please Identify and Briefly Describe the Top 5 Things You Saw at This School You Think are Good Practices/Ideas:

1. _____

2. _____

3. _____

4. _____

5. _____

Your Signature and Date: _____

Date