

**FLORIDA CATHOLIC CONFERENCE (FCC)
CHAIRPERSON'S CHECKLIST FOR VISITATION**

Preliminary Visit

Note pp. 8-10, 26 of Visitation Manual)

- Letter of Acceptance as Chairperson
 - with date of Preliminary
 - with date of On-site Visit
- Visit with Principal and Steering Committee
- Arrangements for Visit
 - Schedule (include interviews! meetings, etc.)
 - Housing
 - Vouchers
 - List of Affordable Restaurants
 - Work Room Needs
- Review of Superintendent's Checklist Form for Personnel files
 - Teacher credentials
 - Catechist credentials
- Review of School Improvement Report
- Previous Visitation Recommendations! Previous 2 years of ARCA's
- Tour of School Campus
- Visit with Pastor
- Faculty Meeting
- Contact local Superintendent

Post-Preliminary Visit

Note pp. 10-11 of Visitation Manual

- Welcome Letter to Team Members (include schedule, assignments, transportation details, arrival time etc.)
- Follow-up Letter to Principal
- Prepare Final Schedule p. 31
 - Visitation Schedule of Events
 - Team Assignments
 - Schedule for Interviews & Meetings pp. 39-40
- Materials for Folders (Suggestions) pp. 34-37,41-45 - Visitation Manual
 - Worksheets - Assessment Tool (parts of Certificate)
 - Standards Checklist - appropriate pages
 - Appropriate pages of NSSE Visiting Team Handbook (Focus Questions and Rubrics)
 - Sample outline pages for Final Report pp. 48-55
- Chairperson's folder - Signature Sheet / Oral Exit Report Outline p 46

Visitation

- 1st Day ___ Orientation Meeting for Team Members p. 32
 ___ Meeting with Administration and Steering Committee
 ___ Tour of School Campus
 ___ Opening Activity - Prayer and Presentation
- 2nd Day ___ Team Meetings
 ___ Meetings with Parents / Students
 ___ Interviews with Pastor and Religion Coordinators
 Technology and Media Personnel
 Guidance and Resource Personnel
 ___ Classroom Observations
 ___ Area Committee Meetings
 ___ Contact local Superintendent
- 3rd Day ___ Submission of Vouchers and Receipts
 ___ Team meetings
 ___ Meeting with Administration and Steering Committee
 ___ Preparation of Oral Exit Report
 ___ Submission of Materials to Chairperson
 ___ Certificate Sections
 ___ Signatures on Certificate
 ___ Standards Recommendations
 ___ Report Assignments: Comments, Commendations,
 Recommendations
 ___ Oral Exit Report

Final Report

- ___ Introduction
___ Performance & Progress Report (for 2nd round schools)
___ 5 Areas of Report (with Comments, Commendations, Recommendations)
___ Standards Recommendations
___ Evaluation and Summary
___ Certificate and Signatures

Helpful Hints with Final Report

(Note: pp. 48-55 of Visitation Manual and the Report Template)

1. Introduction

Be sure to include progress made on recommendations of previous Visit

2. Performance and Progress Report (for 2nd and subsequent round)

List recommendations from previous team and the school's progress

3. Area Sections

Commendations and Recommendations should refer specifically to section at hand. **Items relating to standards should not be placed here.**

4. Recommendations to Standards

List standards in order and relate recommendation to a specific standard.

Be sure to indicate with appropriate wording if the recommendation is referring to a **deficiency** because the standard is not evident. If the standard is present, but needs improvement, indicate with proper wording that this is a recommendation for improvement, enhancement, etc.

5. Evaluation and Summary

At end, indicate that the written Report will be sent to FCC Accreditation Committee for review and granting of Accreditation Status. The team does not grant accreditation; it can only prepare the report and submit it to the FCC Accreditation Committee.

6. Certificate

Remember that **#2 Performance and Progress Report** is not part of a first Self-Study using the School Improvement Process. This should be marked N/A.

For **#8 Standards**, indicate those standards which are not being met and thus indicate a deficiency. Also, indicate that other recommendations may be found in the body of the report.

7. Submission of Report

Chairpersons, with the exception of Accreditation Committee members, are asked to send a preliminary copy of their visitation report to their own local Accreditation Committee member. The local Accreditation Committee member will proofread/review the report before it is sent on to the FCC. This will help to alleviate any needed revisions, corrections, or omissions before the final report is submitted to the Accreditation Program Manager.

Within 3-4 weeks, the Chairperson sends copies of the final report to Team Members and to the Accreditation Program Manager. The Chairperson does not give any part of the report to the school being visited. The APM will send copies to the Accreditation Committee and, after their review, will send a copy to the school being visited.