**DIFFERENTIATED ACCOUNTABILITY INSTRUCTIONAL REVIEW**



**REGION I**

**Checklist to Complete a Self-Study and Prepare for an Instructional Review**

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| **Please email copies of the following documents five days prior to the Instructional Review to your Region Contact (Jeff Smithson at** **Jeffrey.smithson@fldoe.org****):** |
| **DOCUMENT** | **TASK and PURPOSE** | **Due Date** | **Person(s) Responsible** |
| **SIP Draft** | * Complete a draft of your School Improvement Plan (SIP).
* Ensure PLCs are involved in the development of SIP Goals and PD/PLC Plans.
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| **Self-Study PowerPoint** | * Use the “2012-13 School Self-Study Template for Target Schools in Region 1” as a guide to prepare a Self-Study PowerPoint.
* The Self-Study PowerPoint will be presented on Day One of the Instructional Review by the School-based Leadership Team.
* Schools should design the Self-Study PowerPoint to last no longer than 60 minutes.
* Schools should involve all stakeholders in the identification of the Drivers and Barriers for the DA Instructional Review Elements and the development of SIP Goals and PD/PLC Plans.
* Schools are encouraged to present the Self-Study PowerPoint to entire the Faculty and Staff prior to the Instructional Review.
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| **District Calendar** | * Provide a copy of the District Calendar noting any important school specific dates.
* The District Calendar will be used to develop the implementation calendar for state support throughout the year.
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| **Master Schedule** | * Provide your master schedule indicating teacher schedules with times, class/course assignments, and room numbers if possible.
* The Master Schedule will be used to develop the classroom observation schedule.
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| **Staff List** | * Create a staff list and include teacher schedules with times, class/course assignments, and room numbers if this information is not indicated on the Master Schedule.
* The Staff List is used to confirm teaching assignments and schedules for classroom observations and interviews.
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| **List of PLCs**  | * Use the “List of Professional Learning Communities (PLCs) Teams Template” to compile a list of PLCs including the PLC Leader, PLC Membership, and Common Planning Times.
* The List of PLCs will be used to schedule professional development and technical assistance and support throughout the school year.
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| **School Map** | * Provide a school map with room numbers that match the Master Schedule.
* The School Map will be used by the Instructional Review teams to schedule classroom observations.
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| **List of State-District-School Instructional Review Teams** | * + - Identify and invite school and district representatives to participate in the Two-Day Instructional Review.
		- Ensure at least one representative from the district and school make arrangements to participate during the entire two days.
		- Schools are encouraged to make arrangements for Administrative Representatives and Department Chairs to participate as much as possible.
		- Use the “List of State-District-School Instructional Review Teams Template” to record the list of school and district representatives and their contact information.
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| **Please provide hard copies of the following documents at the beginning of the Instructional Review:** |
| **DOCUMENT** | **TASK and PURPOSE** | **Due Date** | **Person(s) Responsible** |
| **Differentiated Accountability Checklist of Compliance** | * Provide one (1) hard copy of the “Differentiated Accountability Checklist of Compliance” that was/will be uploaded with the SIP.
* The Regional Executive Director will review the checklist with the School Principal and District Turnaround Leader during the Instructional Review.
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| **RtI Self-Assessment of Problem Solving Implementation (SAPSI)** | * Provide one (1) hard copy of the “RtI Self-Assessment of Problem Solving Implementation (SAPSI).”
* The SAPSI should be completed by the School-based Leadership Team as the items on the SAPSI are meant to assess the degree to which schools implementing the PS/RtI model are (1) achieving and maintaining consensus among key stakeholders, (2) creating and maintaining the infrastructure necessary to support implementation, and (3) implementing practices and procedures consistent with the model**.**
* The RtI Specialist will review the SAPSI results with the Regional Executive Director, School Principal, District Turnaround Leader, and school and district RtI representatives during the Instructional Review.
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| **All Emailed Documents** | * Please provide ten (10) hard copies of all documents emailed to your Region I Contact for use by the State Instructional Review representatives.
* Please provide additional hard copies as necessary for district and school representatives on the “List of State-District-School Instructional Review Teams Template.”
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