**Preparation Checklist for District Special Education Directors –**

**Systems Analysis Visits**

[ ]  **Pre-visit Conference Call:**

Approximately 6-8 weeks prior to the visit, if not sooner, you will receive the draft of your district’s on-site schedule. You will also receive a phone call from the lead OSPI reviewer who will be coordinating the on-site visit. During this call, details of the on-site visit will be discussed, and any questions will be answered.

[ ]  **On-site Visit Schedule:**

Review draft schedule. If revisions are needed, discuss changes with the lead OSPI reviewer.

[ ]  **Selection of Participants for Work Session(s):**

Review protocols and invite appropriate people to attend; ensure their availability. Parents and community representatives may need more lead time.

[ ]  **Selection of Participants for Specific Focus Group(s):**

Review protocols and invite appropriate people so that a representative team can attend. Parents and community representatives may need more lead time.

[ ]  **Scheduling of Focus Groups and Interviews:**

Secure rooms for focus groups and interviews. Provide information to the lead OSPI reviewer, typically on the sxhesule.

[ ]  **Scheduling of Student Achievement and Pre-referral Intervention Team Focus Group, Service Provider Interview, Parent Focus Group:**

Notify selected building(s) and invite team members; confirm availability.

[ ]  **Student Record Reviews:**

Review student file list and instructions provided by OSPI and copy appropriate documents for each record. Be sure and have the entire student file available for OSPI review.

**Pre-visit – The day before the on-site visit**

[ ]  **Re-Confirmation of Participant and Meeting Space Availability:**

You may want to re-confirm the availability of the focus group participants, including community and parent representatives. You also may want to re-confirm meeting space scheduling.

[ ]  **Take Care of You:**

Get some rest, and try to relax! The program review team is flexible, and, if something does not happen according to the planned schedule, it is not the end of the world. The team will work with you to revise the schedule or make adjustments as may be needed.