



SITE VISIT CHECKLIST

The School Accreditation Leader is responsible for an efficient and effective Validation Team Visit:

Team Selection

- ☐ Set the dates for the Validation Visit with the Validation Team Captain.
- ☐ Work with Consultant, Captain and District to select team members.
- ☐ Have all team members complete a Conflict of Interest Form.
- ☐ Have team members complete online training
- ☐ Send Team Approval form with Conflict of Interest Forms to District for approval.
- ☐ Have Validation Team approved by NLSA Director.

Self-study Completion

- ☐ Upload evidences wherever possible in the Self-study protocols.
- ☐ Have self-study completed six weeks prior to the visit for Consultant approval.
- ☐ Four weeks prior to the visit School Ministry will grant access to the Self-study.

Schedule

- ☐ Have devotions on first morning to introduce team members and staff.
- ☐ Establish a time for parents to talk to the Validation Team.
- ☐ Determine time(s) for team members to meet with teachers.

Directions

- ☐ Provide team members the best route to school.
- ☐ Inform team members of best place to park.
- ☐ Identify entrances for team members to use.

Team Needs

- ☐ Provide ample space for Validation to meet and work.
- ☐ Identify location for meeting with parents.
- ☐ Provide administrator release time to be able to meet with team members.
- ☐ Post schedules in the team meeting room for each teacher.
- ☐ Provide copies of evidences that are not uploaded in the Self-study.

- _____ Assure Internet access in team meeting room.
- _____ Provide snacks and drinks during the visit.
- _____ Provide meals for the team.

Technology

- _____ Make sure all team members have access to a laptop.
- _____ Provide a projector, screen, or interactive board for team usage.
- _____ Provide ability to project at the exit report location.

Potential Expenses

- _____ Determine meals for team including lunch and evenings.
- _____ Provide expense vouchers for team members.
- _____ Be prepared to cover substitute teachers, if necessary.
- _____ Include travel expenses and mileage.
- _____ Arrange lodging, if necessary.

Exit Report

- _____ Establish the location for the Exit Report.
- _____ Determine who will be invited to the Exit Report.

Thank You

- _____ Provide or send notes or thank you cards to team members.
- _____ Consider giving small gifts, gift cards, or token of appreciation to team members.
- _____ Include appreciation to the Consultant.

After the Visit

- _____ Add Validation Team recommendations online to the School Action Plan.

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