



SAMPLE MATERIAL

## Site Visit Report Template

The After-School Corporation, New York

**Topic:** Increased Learning Time: Beyond the Regular School Day

**Practice:** Evaluate Program

Program officers at The After-School Corporation (TASC) visit the expanded learning schools at least twice a year to track their progress. Typically, a team of trained professionals visits a school. This *Site Visit Report Template* is used for the first site visit and aims to facilitate the collection of relevant documentation, and the initial interviews and observations conducted on site.

Site visitors conduct a 60- to 90-minute interview with the school principal around leadership, collaboration with a community-based organization, parental involvement, and any start-up challenges experienced so far. Additionally, site visitors observe and assess activities conducted by community educators during the longer school day.

Based on the documents collected, school characteristics, interview with the principal, and classroom observations, the site visitors identify promising practices already in place and make recommendations for future improvement. TASC shares the report with the school principal and community partner. The report serves as the basis for technical assistance to the school and professional development to the community educators who operate classes as part of the expanded learning day.



## THE AFTER-SCHOOL CORPORATION

## FY 12 Expanded Start-Up Visit Report

## PROFILE

School:

Community Partner:

Date of Visit:

Principal:

Director:

Instructional Coordinator:

TASC Representative(s):

Additional Representative(s):

Have there been changes leadership changes this year? ☐ Yes ☐ No

If yes, specify which position(s):

School Report Card Grade:

## PROFILE: (PRE-POPULATED AND CONFIRMED AT MEETING)

|   |                                  |   |            |                        |  |
|---|----------------------------------|---|------------|------------------------|--|
| Total Expanded staff                            |                                  | Total DOE staff working in expanded day | Teachers:  | Total CBO staff        |  |
| Expanded schedule:                              | <i>Example: M–F ends at 6:00</i> | Expanded day start date:                | Other DOE: | Expanded day end date: |  |
| # of students present in the expanded day today |                                  | Expanded target enrollment:             |            | Target Grades:         |  |

## MISSING DOCUMENTATION:

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Finance & Audit | <input type="checkbox"/> IRS Determination       | <input type="checkbox"/> MOU             |
| <input type="checkbox"/> Vendex          | <input type="checkbox"/> Fingerprint Attestation | <input type="checkbox"/> DOH certificate |
| <input type="checkbox"/> TASC Insurance  | <input type="checkbox"/> DOE Insurance           | <input type="checkbox"/> DYCD Insurance  |
| <input type="checkbox"/> Workers' Comp.  | <input type="checkbox"/> Expense Report          | <input type="checkbox"/> Narrative       |

## PRINCIPAL LEADERSHIP

- What are your priorities this school year? (*Review logic model prior to meeting*)
- Who is currently on the Expanded Steering Committee?
- What are your initial thoughts on program quality: staffing, curriculum, etc.
- What technical assistance and training support would you like from TASC for your planning team? For Expanded staff (School and CBO)?
- Please describe school investments that are not reflected in the Expanded budget? Cultural partners, etc?

## SCHOOL/CBO COLLABORATION (FOR EXPANDED DIRECTOR AND INSTRUCTIONAL COORDINATOR)

- What professional development will the Instructional Coordinator offer to Expanded staff?
- What are the various ways teachers and community educators collaborate, in and out of the classroom?
- How is the school measuring student outcomes from participation in the expanded day?

## PARENTAL ENGAGEMENT

- What opportunities have you provided for parents to learn about and participate in Expanded?

- What feedback have parents offered about ExpandedED so far this year?

**OTHER NOTES:**

- Has ExpandedED faced any start-up challenges this year? (e.g., transportation, space, student attendance, parent buy-in, etc.). If so, how are they being addressed?

**ACTIVITY OBSERVATIONS:**

- Are activities varied? Are activities tailored to the needs of individual students?
- Are activities well-organized? Do they have goals and objectives? Is there evidence of a clear lesson plan?
- What evidence is there of student engagement?
- Describe interactions between and among students and staff..

**PROMISING PRACTICES:**

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**RECOMMENDATIONS:**

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