



Pop-in Preparation Checklist

Use this checklist to ensure that a school is ready for a pop-in visit from Board staff at any time.

Ensure front office staff is prepared for the possibility of a visit and knows what to do when Board staff arrives. This includes:

- What to provide to Board staff
- Where the items are located
- If anyone needs to be notified of Board staff's arrival

Paper copies of the following items should be provided to Board staff upon arrival (in a folder at the front desk or in an easily accessible electronic format that can be printed quickly):

- Complete Map** of all School Facilities (labeled with grade levels and teacher names)
- Instructional schedules** (for all classes/subject areas. Schedules should indicate when students are participating in particular subjects, not just when instruction/breaks occur)
- Complete **Staff List** (to include all paid employees, contractors, and substitutes, both instructional and non-instructional)

The following items should be easily accessible to Board staff. These items can be provided in paper format, on a flash drive, or in other shareable and downloadable electronic form.

- Occupancy Documentation** for all buildings on campus, to include:
 - Certificate(s) of Occupancy for all buildings, including demonstrating "E" or "Educational" occupancy for all buildings in which any students receive instruction
 - Most Recent Fire Marshal Inspection Report(s) (the report cannot indicate that the building(s) failed the inspection or be more than three years old)
- Experience and Education Information** (resumes) for all teachers (general education, special area, teachers of students with disabilities, etc.)
- Fingerprint Clearance Cards** and **Fingerprint Checks** for all individuals requiring them

Anything that is not available to Board staff during the visit can be provided within 48 hours. The charter representative will be notified of the needed items via email after the visit.