



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.

First, ensure front office staff is prepared for the possibility of a visit and knows what to do when Board staff arrives. Ensure they know:

- Who to notify
- What to provide to Board staff
- Whether someone must accompany Board staff on campus

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

- Complete Map** of all School Facilities (labeled with grade levels and teacher names)
- Instructional schedules** (for all classes/subject areas. Schedules should indicate when particular subjects can be observed, 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 for front office staff to provide 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:
 - Certificates of Occupancy for all buildings
 - Certificates of Occupancy demonstrating "E" or "Educational" occupancy for all buildings in which any students receive instruction
 - Fire Marshal Inspection Reports issued within the last three years (the report cannot indicate that the building(s) failed the inspection)
- Experience and Education Information** (resumes) for all Instructional Staff (anyone providing instruction, including teachers, instructional aides, contractors, etc.)
- Fingerprint Clearance Cards** and **Fingerprint Checks** for all individuals requiring them