Suggested Document List for CMSD SQR Site Visits 19-20

These documents are all very useful for the SQR team to review and use as evidence of a school’s performance as part of the SQR process. However, **except for the master schedule, staff list, and AAP they are not required and should not be created if a school does not have them.** The school can submit two or three examples of each to the site team leader either prior to the site visits, or in a binder on site, for the team to review. Other documents may be requested by the site team during the visit.

**Required Prior to SQR**

- Master schedule
- Full staff list
- AAP (even if not passed by staff yet)

**Domain 1: Instruction**

- List of intervention programs in use at the school with grade levels and subject areas (for example: iReady, LLI, AR, FUEL Ed, Compass Learning, AVID)
- List of any curriculum used outside of CMSD-provided curriculum
- Lesson plans (requested from teachers – not required)
- Samples of students work
- NWEA scores, OST data, any other data used to track and provide interventions
- ELL support and schedule
- Gifted support and schedule
- SPED support and schedule

**Domain 2: Students’ Opportunities to Learn**

- SST minutes and interventions
- List of student clubs and activities with minutes or other documentation
- Attendance data
- CFL data
- School assembly schedule
- Literacy and math night agendas
- List of community partners
- Examples of community partner activities
- Records from tutoring
- Records from after school activities
- Curriculum materials (as it relates to culturally responsive curriculum)
- School or district survey results from staff, students, and families
- Documents related to recruiting, hiring, retention, and promotion of diverse staff
- Academic and behavioral data disaggregated by subgroup
- Documents related to the school’s diversity, equity, and inclusion efforts

**Domain 3: Teachers’ Opportunities to Learn**

- TBT minutes
- PD plan for 19-20
- PD calendar
- PD agendas
- PD feedback or surveys
- TDES progress documentation

**Domain 4: Leadership**

- BLT minutes
- Data team minutes
- SPO minutes
- School weekly bulletins
- Open House agenda
- Informal classroom observation records