**Charter Renewal Site Visit Checklist**

**After Renewal Application is released:**

* Review the CSI Charter Renewal Handbook.
* Select one of fall three site visit dates provided by CSI.
* Schedule initial renewal phone call with CSI staff.

**Three to five weeks prior to the visit:**

* Confirm site visit date with CSI
* Schedule pre-visit meeting (phone or in-person)
* Ensure that no field trips, special events, or school-wide testing is scheduled for day of

the site visit.

* Complete pre-visit meeting
* Review site visit protocol with relevant staff and board
* Work with CSI site team leader to determine the agenda for the visit. Agenda must be

finalized at least one week prior to the visit.

* Identify a secure, private space that can serve as a meeting room for the site visit team

throughout the day.

* Identify staff member(s) who will be available to accompany CSI team throughout the

site visit.

* Select participants for interviews and focus groups.

**One week prior to the visit:**

* Speak with CSI site visit team leader to finalize the visit schedule, observation form, and

to discuss logistics. Ask any additional questions about the visit and protocol at this time.

* Begin to assemble any requested onsite documentation (if applicable).
* If site visit includes virtual components (videos, virtual interviews, websites), send

appropriate links to CSI site visit team leader.

**The day prior to the visit:**

* Distribute the visit agenda to the school community.
* Determine who should attend the opening and closing meetings on the scheduled visit day.
* Ensure onsite documentation is organized and easily available to site visit team (if

applicable).

**During the visit:**

* Ensure the site visit team’s meeting room remains private.
* Be available to the site visit team for a morning orientation, scheduled interview(s), and any necessary follow-up. Assist team (or assign designee) in obtaining any additional information, documents, data, or interviews with staff.
* Bring concerns and questions to the attention of the team as they arise.
* Attend the closing meeting with the site visit team.

**After the visit:**

* Provide any additional documentation or information as requested.
* Review site visit narrative, and if necessary, prepare a response. This response will be appended to the narrative.