

School code: \_\_\_\_\_

## DOCUMENT REVIEW CHECKLIST

1. <b>Resumes of key staff during the period of turnaround</b> (Note: public school employees frequently do not have current resumes. If the resumes are not available, use information from the interview questions about the principal's and other school leaders' backgrounds.)	<input type="checkbox"/>
2. The <b>school improvement plan</b> (SIP) or similar document	<input type="checkbox"/>
3. <b>Curriculum guides</b> (or a summary)	<input type="checkbox"/>
4. <b>Pacing schedules</b>	<input type="checkbox"/>
5. <b>Descriptions of assessments</b> and the <b>schedule on which they are administered</b>	<input type="checkbox"/>
6. <b>School schedule</b> (include instructional minutes)	<input type="checkbox"/>
7. <b>Contracts with outside assisters</b> such as model developers or consultants, OR a <b>list of the outside assistance received</b> including topics and frequency of assistance	<input type="checkbox"/>
8. <b>District policy and procedures manual</b> , particularly as relates to hiring and budgeting	<input type="checkbox"/>
9. Any <b>evaluations conducted for special projects</b> that relate to the school	<input type="checkbox"/>
10. Examples of <b>internal school data reports</b> , particularly those that show longitudinal trends in student achievement.	<input type="checkbox"/>
11. <b>School Board Minutes</b> or other documents applicable to correspondence between school and district.	<input type="checkbox"/>
12. <b>Local Press Accounts</b> regarding this school during the time period being studied.	<input type="checkbox"/>
13. <b>Internal (Within School Communication)</b> such as communication from the principal or other leader in	<input type="checkbox"/>

QuickTime™ and a  
TIFF (Uncompressed) decompressor  
are needed to see this picture.

improvement effort to build internal support.	
14. <b>Event Calendars</b> from the school during the improvement time period.	<input type="checkbox"/>
15. <b>External Communications</b> from the school to parents and/or community used to build support and provide accountability.	<input type="checkbox"/>

NOTES: