**Public Burden Statement:**

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. Public reporting burden for this collection of information is estimated to average **20 minutes** per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The obligation to respond to this collection is voluntary. **Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to:** U.S. Department of Education, 400 Maryland Ave., SW, Washington, DC 20210-4537 or email [ICDocketMgr@ed.gov](mailto:ICDocketMgr@ed.gov) and reference the OMB Control Number 1800-0011. Note: Please do not return the completed MSAP Site Visit Observation Checklist to this address.

Staff ID 1: \_\_\_ \_\_\_ Staff ID 2: \_\_\_ \_\_\_

Observation Date: \_\_\_ \_\_\_ / \_\_\_ \_\_\_ / \_\_\_ \_\_\_ \_\_\_ \_\_\_ Observation Time: \_\_\_ \_\_\_ : \_\_\_ \_\_\_ AM PM

Grantee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| * Elementary | * Middle | * High | * Combination E/M | * Combination M/H |

School Type:

| Category | Essential component | Observation status | Notes |
| --- | --- | --- | --- |
| **Communications** | Magnet theme is indicated on school sign. | * Evident * Not Evident * Not Applicable * Not Observed |  |
| Magnet theme is stated when office staff answers calls. | * Evident * Not Evident * Not Applicable * Not Observed |  |
| Magnet theme is evident in main office. | * Evident * Not Evident * Not Applicable * Not Observed |  |
| Magnet theme is evident in corridors. | * Evident * Not Evident * Not Applicable * Not Observed |  |
| Magnet banner is prominently displayed. | * Evident * Not Evident * Not Applicable * Not Observed |  |
| Magnet theme is noted in school newsletter. | * Evident * Not Evident * Not Applicable * Not Observed |  |
| Magnet theme is noted in the PTA/PTSA newsletter. | * Evident * Not Evident * Not Applicable * Not Observed |  |
| Magnet theme is stated on school website. | * Evident * Not Evident * Not Applicable * Not Observed |  |
| **Academics** | Magnet theme is incorporated into the school’s mission statement. | * Evident * Not Evident * Not Applicable * Not Observed |  |
| Magnet-themed student work is displayed in the classroom. | * Evident * Not Evident * Not Applicable * Not Observed |  |
|  |  |  |  |
| **Academics** | Magnet theme integration/alignment is evident in teaching and learning. | * Evident * Not Evident * Not Applicable * Not Observed |  |
| Students are able to express/articulate the school’s magnet theme. | * Evident * Not Evident * Not Applicable * Not Observed |  |
| Teachers use differentiated instruction. | * Evident * Not Evident * Not Applicable * Not Observed |  |
| Teacher understanding of the magnet theme is evident. | * Evident * Not Evident * Not Applicable * Not Observed |  |
| Teachers and students use supplemental instruction materials to support the magnet theme. | * Evident * Not Evident * Not Applicable * Not Observed |  |
| Teachers have access to technology to support the magnet theme. | * Evident * Not Evident * Not Applicable * Not Observed |  |
| Students have access to current technology. | * Evident * Not Evident * Not Applicable * Not Observed |  |
| Teachers and students use technology to support the magnet theme. | * Evident * Not Evident * Not Applicable * Not Observed |  |
| Designated staff members teach magnet theme core, encore or elective units/classes/courses. | * Evident * Not Evident * Not Applicable * Not Observed |  |
| **Space** | Teachers have specific areas of the campus and facility for magnet themed activities/lessons. | * Evident * Not Evident * Not Applicable * Not Observed |  |
| Teachers use specific areas of the campus and facility for magnet theme activities/lessons. | * Evident * Not Evident * Not Applicable * Not Observed |  |
| Behavioral expectations are clearly stated in the disciplinary policies. | * Evident * Not Evident * Not Applicable * Not Observed |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Category | Essential component | Observation status | Notes |
| **Parent and community engagement** | School has family engagement and support. | * Evident * Not Evident * Not Applicable * Not Observed |  |
| School has community and business partner involvement. | * Evident * Not Evident * Not Applicable * Not Observed |  |

Adapted with permission from GCS Magnet School Observation Checklist. Retrieved from: http://www.gcsnc.com/boe/2008/7\_8/Attachment1SchoolbySchoolReviewand Needs Assessment. Protocol