

APPENDIX A-2.C

SITE VISIT PREPARATION: DISTRICT

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[Date]

Dear [district contact],

We are looking forward to our upcoming visit to [State]. Thank you for your assistance in planning the visit. Here is our planned agenda for the portion of the visit to your district:

[School district: address]

Name	Title	Activity	Room	Start time	Duration
[Respondent name(s)]	[Respondent title(s)]	Program staff interview			
[Respondent name]	[Respondent title]	Data staff interview			
[Respondent name]	[Respondent title]	Observation			

Our interviews in your district will cover the following topics:

- Any part your district played in the planning process for the DCM-F/RP demonstration.
- A detailed description of your district's processes for DCM-F/RP, including how they differ from standard direct certification.
- Any challenges encountered.
- Any lessons learned you have perceived so far.

During the observation portion of the visit, we would like to observe any DCM-F/RP data processes that occur in your district. These might include accessing the match results, updating students' status in the point-of-service system, or reviewing possible matches.

If the following documents are available, we would like to collect them during our visit. There is no need to create any new documentation based on this request; we are asking only for documents that already exist and that can be shared. The documents are as follows:

1. Any readily available training materials on the demonstration provided by the State.
2. Documentation of demonstration procedures, such as the matching algorithms used.
3. A blank copy of the notification letter sent to families of students directly certified through DCM-F/RP (with no names or address information).

Please let us know if you have any questions about our planned visit. We look forward to seeing you soon.

[Names of site visitors]