



# Certification Document 6: School Visit Sample Schedule

Date Of Visit: \_\_\_\_\_

\_\_\_\_\_ High School: PLTW™ Certification Site Visit

Time	Location	Meeting
9:00 a.m. - 9:30 a.m.	Main Office	Arrival of Visitation Team and Greetings
9:30 a.m. – 11:00 a.m.	PLTW Classrooms	PLTW Classroom Observation
		<input type="checkbox"/> Observe classes <input type="checkbox"/> Examine student portfolios <input type="checkbox"/> Talk with students
11:00 a.m. – 11:30 a.m.	Main Conference Room	Visit with Counselors
11:30 a.m. – 12:00 p.m.		Visit with PLTW teachers
12:00 p.m. – 1:00 p.m.	Main Conference Room	Meeting with partnership team members
1:00 p.m. – 1:30 p.m.		Visitation Team Meeting (Could be over lunch)
		<input type="checkbox"/> Discuss visit <input type="checkbox"/> Summarize findings
1:30 p.m. - 2:00 p.m.		Summary Meeting with school personnel

**Visitation Team Members:**

Name #1 \_\_\_\_\_ Affiliation \_\_\_\_\_

Name #2 \_\_\_\_\_ Affiliation \_\_\_\_\_

Name #3 \_\_\_\_\_ Affiliation \_\_\_\_\_

The schedule can be changed around (based on availability) but needs to include the following:

- 30 minute meetings with guidance counselors, PLTW teachers, and school personnel.
- 1 ½ - 2 hours for classroom observation, portfolio viewing, and student interviews (This may be broken down by teacher with 30 minutes per teacher).
- 1 hour with partnership team members; may also include a couple of parents.