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Tips for a Smooth Onsite Review

- A school district created agenda for the day of the review sets the tone for everyone involved. Details should include time for the reviewer at each building during the course of the day, and time for an exit conference at the conclusion for anyone who is interested in attending.
- Share the agenda with each administrator in the district.
- Alert school staff who will be involved in the review of their role in the process, and time of day they will likely be visited by the reviewer. For instance, large districts might assign someone at each building to ‘pull files’ for the reviewer to expedite the records verification piece.
- Ahead of the review, it is helpful to have someone organize student and staff files so particular records are easy to locate the day of the review. (birth certificates, immunization records, background check reports)
- Have clearly labeled examples of regulatory items ready for review. (a list will be provided prior to the review)
- Make available a work space for the reviewer(s) so personal technology can be set up for the day.