**Bi-Monthly School Visits**

**Date:**

**In attendance:**

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| **Agenda** |
| **Time** | **Task** |
| **X:XX – X:XX**  | **Opening** * Set purpose
* Discuss action plan next steps from previous meeting
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| **X:XX – X:XX** | * Principal initiated topics
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| **X:XX – X:XX*****(30. min.)***  | **Classroom Visits**

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| **Teacher**  | **Notes** |
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| **X:XX – X:XX*****(15 min.)*** | * Debrief
* Next Steps for Principal
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| **Current action plan status:**  |