**Bi-Monthly School Visits**

**Date:**

**In attendance:**

|  |  |
| --- | --- |
| **Agenda** | |
| **Time** | **Task** |
| **X:XX – X:XX** | **Opening**   * Set purpose * Discuss action plan next steps from previous meeting |
| **X:XX – X:XX** | * Principal initiated topics |
| **X:XX – X:XX**  ***(30. min.)*** | **Classroom Visits**   |  |  | | --- | --- | | **Teacher** | **Notes** | |  |  | |  |  | |  |  | |  |  | |
| **X:XX – X:XX**  ***(15 min.)*** | * Debrief * Next Steps for Principal |

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| **Current action plan status:** |