

Civil Rights Compliance Review Format for Schedule

1. Please create a schedule using a format similar to the one provided below. Note that the time frame below accommodates some variation for the length of interviews. This is important since interviews often extend beyond the scheduled block of time allotted.
2. We will begin Day 1 of the on-site visit at approximately 8:30 a.m., or another mutually agreed upon time, with the review of documents and facilities tour.
3. The order of all persons to be interviewed may be determined by the district. The order listed below is intended only as an example.
 - **Centralized staff (CTE Coordinator, Pupil Services) interviews will be conducted by the DPI staff together.**
4. Because faculty and student interviews will be conducted separately and simultaneously by the DPI reviewers, it will be necessary to have three rooms available for interviews.
5. Please remember to include a 15 minute morning break in the Day 2 schedule.
6. As illustrated below, schedule a block of time at the end of Day 2, before the exit interview with the district administrator (or designee), for us to complete paperwork, review any additional documents, and prepare for the exit interview. Any staff who will be involved in corrective actions should be present if possible at the exit interview. Who is invited to the exit meeting is determined by the district.

Thank you for your attention to these details. Your effort is very much appreciated.

Time		Location: TBD		
Day 1 8:30 – 4:00		AM-Entrance Interview (<i>Superintendent, CTE Coordinator, Director of Pupil Services, Director of Instruction, School Counselor lead, others</i>) & Document Review PM-Facilities Tour		
Day 2	Person to be Interviewed	DPI Staff 1 Location 1	DPI Staff 2 Location 2	DPI Staff 3 Location 3
8:30-9:00	CTE Coordinator	Collaborative Interview		CAP Development Exit Materials
9:00-9:30	Director of Pupil Services	Collaborative Interview		
9:30-10:00	Director of Instruction	Collaborative Interview		
10:00-10:20	MS Counselor	Interview		
	HS Counselor		Interview	
10:20-10:40	Student	Interview		
	Student		Interview	
10:40-11:00	Student	Interview		
	Student		Interview	
11:00-11:20	Faculty	Interview		
	Faculty		Interview	
11:20-11:40	Faculty	Interview		
12:00-1:30	Debriefing & Lunch Complete paperwork, prepare for exit interview			
1:30-2:30	Exit Interview	All Interviewers		