Ohio | Department of Education

Mike DeWine, Governor
Paolo DeMaria, Superintendent of Public Instruction

Document Review Guide

A standard list of primary source documents will be reviewed for every school visited. The data in these documents are an essential part of the School Improvement Diagnostic Review Process. They are evidence of effective practices in the six critical areas and, therefore, are used to triangulate the data collected during the interviews and classroom observations.

School District and Building Documents:

The following documents are expected to be provided by the buildings prior to the site visit and shall be reviewed by the team prior to the visit.

While the following list puts each document into a single critical area, some documents provide supporting evidence across multiple critical areas. ***If your school does not maintain documentation of these activities, please do not create them for this review.*** Please upload these documents to the Compliance tool (located under the SAFE account administrator linked to the building). Other documents may be reviewed as supporting sources of information and are often provided during the site visit, upon request by the diagnostic team.

These SHOULD be emailed to the SIDR lead researcher prior to the visit.

- ☐ School Improvement Plan
- ☐ Teacher Schedules including room numbers/Bell schedules
- ☐ Map of building.

- ☐ Curriculum Documents (e.g., curriculum maps, pacing charts) Please provide a hard copy and/or access to the district website.

UPLOADED TO THE SUPPORT SCHOOLS COMPLIANCE TOOL PRIOR TO THE VISIT:

Alignment with Standards

- ☐ 3-5 Examples of Assessments (formative, quarterly, short-cycle, common, etc.) used which are aligned to the Academic Content Standards.
- ☐ Student Report Card templates

Instructional Practices

- ☐ 3-5 Sample Lesson Plans (Academic core samples ELA/ math); In addition, lesson plans should be available during classroom observations
- ☐ Intervention/Enrichment supports for students (Before/ During/After School)

Environment / Climate

- ☐ Behavioral Management Plan (PBIS, etc.)
- ☐ Student/Parent Handbooks if not available on the website
- ☐ Parent educational programs/ Parent liaison activities
- ☐ Service project opportunities for students
- ☐ Intervention supports for students with academic/ non-academic barriers to success, including Community/Agency opportunities (e.g. Mental health)

System of Leadership

- ☐ Curriculum/Instruction/Assessment Monitoring Procedures (e.g., School Walk Through used by principal, curriculum team reviews, professional learning community programs and opportunities)
- ☐ Evaluation Templates (for principals, teachers, paraprofessionals) if different from OTES/OPES
- ☐ Teacher Based Team schedules (During the visit, one TBT will need to be observed so please provide information on when/where a team can be observed during the visit.)
- ☐ 2-3 Examples of Building Leadership Team/Teacher Based Team Agendas/Minutes

Professional Development

- ☐ Professional Development Plan for the current year including agendas and evaluations

Data Driven Decisions

- ☐ Academic and Non-academic data results
- ☐ Available Survey results (e.g. Student/Staff/Parent/Community)