



This checklist is provided to assist the schools in preparing for an external evaluation and the External Evaluation Committee's visit.

***Principal/School Authority:***

- Complete the Evaluation Catalogue and return to the Independent Schools Branch **by September 9, 2016.**
  
- Ensure that all supporting documentation for items in the evaluation catalogue are readily available, in particular:
  - A summary document listing school staff and certificate types/restrictions/currency information generated using the Certificate Verification Tool on the employer's area of the [Teacher Regulation Branch \(TRB\) website](#) dated not later than one week prior to inspection date.
  - Evidence that satisfactory criminal record checks, completed through the Ministry of Public Service and the Solicitor General, have been completed for all non-teaching employees or contractors working with children. While volunteers are not required to have criminal record checks, the Inspector recommends that schools consider policy that requires long-term volunteers have criminal record checks completed. Volunteers may have their criminal record checks completed by the RCMP.
  - Evidence that the facilities comply with municipal or regional district requirements for school purposes - an occupancy permit or equivalent. The municipal reply to the letter should be current (within same calendar year of an inspection) and available for review by the evaluators.
  - Access to student record files that contain all required documents or the ability to print off a significant sampling of electronic files on request.
  - Copies of IEPs for funded special education students, copy of the approved grant or grant application, and a special education budget that reflects the IEPs.
  - Copy of school financial audit and current budget.
  - Evidence of expenditures for programs initiated through conditional grants (Ready, Set, Learn and Literary Innovation grants).

***Accommodating the Team:***

- Consider ensuring classroom coverage if principal is a teaching principal. It is recommended that there is coverage of his/her classes for the duration of the evaluation team visit.
  
- Designate a small room with computer connectivity where the evaluation team can meet and work.

- All classes should be on site and in session. Avoid scheduling extensive testing sessions, field trips and special events for the period of the external evaluation visit. (All administrative, teaching and support staff should be available.)
- Provide time at the beginning and end of the visit for the team to meet with the staff.
- Provide a school floor plan indicating room locations and teacher (where applicable).
- If documents are only available electronically, provide hardcopies, if requested by EEC.

***Facilitating Classroom Visit:***

- Provide a timetable to plan classroom visits, including course names, rooms, teachers' and assistants' names.
- Prepare a desk or table at the back or side of the room for the team member.

Layout lesson plans, teacher plan book, student assessments, and any documentation that assists in establishing compliance with Ministry curriculum. (The school may consider developing a basic "Year-At-A-Glance" document showing scope & sequence plans.)

***Additional Items:***

- Parent, student and teacher handbooks, school policy documents, etc.
- Alternative curriculum materials, showing how they meet provincial learning outcomes.
- Board/Authority Authorized Courses must be completed according to BAA template available at: [http://www.bced.gov.bc.ca/independentschools/is\\_forms/welcome.htm](http://www.bced.gov.bc.ca/independentschools/is_forms/welcome.htm) .
- Planning documents, daily lesson plans, records of student assessment.
- Schedule of times when administrators or department heads are free for conferencing.
- Board members may wish to be available during the inspection or attend the close out meeting.