

CIITS: Conducting Principal Site Visits

<u>Use this site visit form to conduct site visits and provide principals with</u> <u>valuable feedback.</u> This process can be used for Superintendents (or Superintendent Designee) to conduct site visits for principals or for Principals to conduct site visits for their assistant principals

Conducting a New Site Visit

- 1. Roll your cursor over **Educator Development** on the navigation bar and click **Dashboard**
- 2. In the **Tools and Report** menu on the right, click **My Observation Caseload**
- 3. Click Choose another window and click My Additional Caseload

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Let	SCAPA At Bluegrass	
Lip Kir	Southside Technical Center	
ID:	STEAM Academy	
	My Additional Caseload	

4. Your Observation Caseload will display all of the principals that have been assigned to you

Full

Partial

Walkthrough

Schedule Unannounced

5. To begin a new Site Visit, click the **New** button next to the principal's name

6.	Click Full	(the	other	options	are	used for	
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Site Visits:	Conducting Site Visite
	Quick Reference Card

teacher observations and not site visits)

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Share Draft ×	
Choose a recipient from among the system users in your district to send an email and allow him or her to view your draft.	J
*Recipient	
MAYHUGH, MICHAEL	
Message	
Share Cancel	J

Submit Observation	×
Do you want to submit this Observation?	
Submit Observation	Cancel

- 13.14. The principal will be able to share feedback on your comments in the feedback text box that appears below each of your comments
- 14.15. The principal will also be able to view any artifacts you have uploaded or upload artifacts of their own by clicking the Artifacts Ink

Share Feedback

- **15.16.** The principal will then click to notify you that they have viewed the draft observation and are providing feedback.
- 16.17. You will be able to see the teacher's feedback (if any) below your comments for each component. You can also click Artifacts to see if the principal has uploaded any supporting documents
- 17.18. You can share comments back and forth as many times as is necessary
- 18.19. Once you have finished sharing feedback and any required follow-up meetings have taken place, click the Submit
 Observation button (NOTE: Once you have submitted the observation, you will not be able to edit or delete it)

<u>19.20.</u> Confirm that you want to submit the form as final

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