**District Review Process**

**Data & document review**

*(2 days of team meetings)*

* Review team members are each assigned to one of the six Standards
* The 6 Standards and 24 indicators serve as “evidence collection buckets”
* The team reviews data collectively and develops questions based on ESE data
* The team reviews documents to learn about district practices
* Each team member develops and shares specific questions
* The team reviews and adjusts the on-site schedule based as needed
* Each team member identifies questions for each Standard for each interview

**On-site visit**

*(4 days on site)*

* Introductory meeting: purpose of review and the review process
* Interviews with district, school, and program leaders
* School visits with teacher focus groups and classroom observations
* School Committee interviews
* Teacher Union leadership interview
* Parent Council interviews
* Interviews with municipal officials, e.g. Town Manager
* Team evidence gathering and sharing throughout the visit
* Closing meeting: what the team has learned and needs to sort out

**Findings & recommendations**

*(2 days team meetings, 2 days writing)*

* Evidence sorting: interview notes, team discussions, data analysis
* Team reaches consensus on findings
* Team reviews, corrects, and gives feedback on all written draft findings
* Team identifies district priority needs based on findings
* Team develops recommendations

**Report draft review**

* Findings and recommendations are reviewed by the coordinator and ESE for quality
* Findings sent to district for factual accuracy

**Final report published**

* Report with findings and recommendations sent to superintendent.
* Report posted to <http://www.doe.mass.edu/accountability/district-review/>
* May be basis for future technical assistance, ESE intervention, or dissemination of practice.