| Sponsoring Organization |  |
| --- | --- |

| On site visit date |  |
| --- | --- |

| **Stage Window** | **Agreed upon Date** | **Activities/Deliverables** |
| --- | --- | --- |
| 13-20 months prior |  | ESE/SO – 1st Technical Assistance phone call – Initiation phone call |
| 10-14 months prior |  | SO submits needs assessments for new or low/zero completer programs (if necessary) |
|  | ESE returns needs assessments to SO |
|  | ESE/SO – 2nd Technical Assistance call - Review/confirm submission requirements |
| 6 months prior |  | SO submits complete submission to ESE for initial review |
|  | ESE issues preliminary Partner Survey to contacts listed as part of the organization’s partnership worksheet and top three employing districts. |
| 5 months prior |  | ESE conducts initial review and returns to SO for resubmission (if necessary) |
|  | ESE/SO –3rd Technical Assistance call – discuss feedback from initial review (if necessary) |
| 4 months prior |  | SO submits revised, complete submission to ESE (if necessary) |
| 2 months prior |  | ESE/SO – 4th Technical Assistance phone call - Pre-visit meeting |
| 3 weeks prior |  | Onsite itinerary due to ESE |
|  |  | ONSITE Visit |
| Post-Onsite | (90 days post onsite) | ESE issues factual accuracy draft |
| (10 business days following receipt of factual accuracy draft) | SO provides written response to factual accuracy draft |
| (4 months post onsite) | Final recommendation and report to Commissioner |