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

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

| **Stage Window** | **Agreed upon Date** | **Activities/Deliverables** |
| --- | --- | --- |
| 12 months prior | 09/18/2019 | 2020-2021 Formal Review Launch Meeting |
| Week of | DESE/SO – 1st Technical Assistance phone call – Initiation phone call |
| 10 months prior | 12/3/2019 OR 2/4/2020 | SO submits needs assessments for new or low/zero completer programs (if necessary) |
| 1/9/2020 OR 2/27/2020 | DESE returns needs assessments to SO |
| Week of | DESE/SO – 2nd Technical Assistance call - Review/confirm submission requirements |
| 6 months prior |  | SO uploads complete, **initial** submission for completeness check by DESE |
|  | DESE issues preliminary Partner Survey to contacts listed as part of the organization’s partnership worksheet and top three employing districts. |
| 5 months prior |  | DESE conducts completeness check of initial submission and returns to SO for resubmission (if necessary) |
| Week of | DESE/SO –3rd Technical Assistance call – discuss feedback from initial review (if necessary), as well as logistics for onsite visit |
| 4 months prior |  | SO uploads revised, **final** submission to DESE (if necessary) |
| 2 months prior | Week of | DESE/SO – 4th Technical Assistance phone call – check-in regarding onsite visit logistics (optional) |
| 1 month prior |  | SO sends all documents from the “Onsite Visit Guideline Checklist” to DESE |
|  |  | ONSITE Visit |
| Post-Onsite | (90 days post onsite) | DESE issues factual accuracy draft report to SO |
| (10 business days following receipt of factual accuracy draft) | SO provides written response to factual accuracy draft report and submits to DESE |
| (4 months post onsite) | Final approval status and report from Commissioner to SO |