**School Name**

Dear **(Name of Principal)**,

A Georgia School Assessment of Performance on Systems (GSAPS) will be held at your school on **DATE.** The purpose of the GSAPS is to determine the progress of a school’s improvement work as framed within the Georgia System of Continuous Improvement (GSCI) in order to guide the school’s improvement plan.

The GSAPS visit is designed to be as non-disruptive to the normal operation of the school as possible.

There will be NUMBER OF DOE staff members on the GSAPS team. The GSAPS team will arrive on campus at approximately START TIME, and will adhere to a schedule similar to the one below, based on the needs and schedule of the school.

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| --- | --- | --- |
| **Time** | **What** | **Where** |
| 7:30 - 8:00 | GSAPS team meets; principal introduction | GSAPS Team Room |
| 8:00 - 8:45 | Teacher Interview | Interview Room |
| 8:00 - 8:45 | Leadership Team Interview | GSAPS Team Room |
| 8:00 - 8:45 | Instructional Coach/Assistant Principal Interview | Interview Room |
| 8:45 - 11:30 | Classroom Observations | Classrooms |
| 11:30 - 12:15 | Principal Interview | Principal’s Office |
| 12:15 - 12:45 | Lunch | GSAPS Team Room |
| 12:45 - 4:30 | GSAPS team meets | GSAPS Team Room |

Please facilitate the following tasks prior to the visit:

1. Reserve a room for the exclusive use of the GSAPS team as well as an additional room to be used for scheduled interviews.
2. Inform your staff of the date of GSAPS visit. The team will be observing randomly selected classrooms as well as selecting and interviewing a group of five to eight teachers. Expectations include:

* All teachers should have a paper copy of their lesson plans available for the observer to review and keep.
* Teachers should not schedule guest speakers or field trips on the date of the review.
* Chapter or unit tests should not be given that day. Brief formative assessments 3-5 minutes in length are fine.
* Videos other than brief video clips 3-5 minutes in length should not be shown that day.
* Please do not schedule any school-wide standardized testing for the day of the review. If this is already on your school or system calendar for the proposed date of the GSAPS review, please contact the review team leader immediately so that the GSAPS can be rescheduled.

1. Please share with your staff the following statement exactly as written:

The intent of the GSAPS process is not to evaluate teacher performance, but to gather data about the instructional practices demonstrated most often by teachers in the school. Data is compiled and reported to the school principal/leadership team to show the instructional strategies used in classrooms and to note trends as well as to identify target actions for improvement. No individual teacher data is collected or reported.  All data is aggregated to the school level. Observations are ten to fifteen minutes in length, and not all teachers will be observed.

1. Arrange for members of the leadership team (excluding administrators who evaluate teachers) to be available for their scheduled interview.
2. Communicate the survey links below to parents, students and certified staff with the requirement that all responses be completed by **DATE.**

* The survey takes approximately 20 minutes to complete and is anonymous.
* Please make the survey link available to all certified staff, students, and parents.

**SURVEY LINK**

1. Ensure that the artifacts listed on the attached “Required School Data for GSAPS” are in the appropriate location. If your school does not use Indistar, please submit the documents electronically to the Review Team Leader at: EMAIL.

Approximately one week after the review, the GSAPS team leader will return to your school to present the GSAPS summary report. Please make sure that you and your supervisor are present at this meeting. You may also invite key members of your staff and/or leadership team to attend as you deem appropriate.

Please communicate any questions or ask for clarification at any time as your prepare for the review.

Thank you,

REVIEW TEAM LEADER CONTACT INFORMATION