

The Office of School and District Improvement
Georgia Department of Education

Enter date when letter will be sent.

Subject: Notification of Georgia School Assessment of Performance on Systems (GSAPS)

Dear Principal [Enter principal's name.](#):

A Georgia School Assessment of Performance on Systems (GSAPS) will occur at your school on [Enter the GSAPS 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) 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 [Enter number of team members.](#) GaDOE and RESA staff members on the GSAPS team. A sample schedule is provided below; however, the final schedule will be based on the needs and schedule of the school. When the GSAPS leader receives the school's master and bell schedules, you will receive an itinerary.

Time	What	Where
6:30 a.m. – 6:40 a.m.	GSAPS team meets; principal introduction	GSAPS Team Room
7:00 a.m. – 7:45 a.m.	Teacher Interview	Interview Room
7:00 a.m. – 7:45 a.m.	Leadership Team Interview	GSAPS Team Room
8:00 a.m. – 11:30 a.m.	Classroom Observations	Classrooms
10:00 a.m. – 10:45 a.m.	Instructional Coach/Assistant Principal Interview	Interview Room
11:30 a.m. – 12:15 p.m.	Principal Interview	Principal's Office
11:30 a.m. – 12:15 p.m.	Counselor Interview	Counselor's Office
12:15 a.m. – 12:45 p.m.	Lunch	GSAPS Team Room
12:45 a.m. – 4:30 p.m.	GSAPS team meets	GSAPS Team Room

Please facilitate the following tasks prior to the visit:

1. Upload and submit school process documents electronically using the following link: Data Collection Link. The form outlines and gives examples of documents for review in the following processes: teaching and learning (Curriculum), Leadership, MTSS, and School Improvement. Please click the submit button once you have uploaded all documents. **Documents must be submitted at least one week prior to the visit.**



2. Please email school map and teacher schedule GSAPS team leader two weeks prior to the GSAPS visit. Please include the following on the teacher schedule:
 - Teacher Names
 - Course Names
 - Room Numbers
 - Bell Schedule (times for each class period)
3. Communicate the survey links below to parents, students, and certified staff (instructional staff only) with the requirement that all responses be completed by [Enter survey deadline date](#).
 - The survey takes approximately 10-20 minutes to complete and is anonymous.
 - Please make the survey link available to all certified staff, students, and parents.
Parent Survey
Student Survey
Staff Survey
4. Reserve a room for the exclusive use of the GSAPS team. Additionally, the team will need internet access, projector, and screen/whiteboard.
5. Arrange for 5-8 teachers to be available for the teacher focus group. Reserve a room for the teacher focus group. These teachers are selected by the principal and should be a representation of all grade levels and content areas. **Teachers selected for the focus group should not be members of the school leadership team.**
6. Arrange for the leadership team to be available for the leadership team focus group. Exclude instructional coaches, administrators, and the head and/or senior counselor. Reserve a room for the leadership team focus group.
7. Arrange for the head and/or senior counselor to be available for an interview.
8. Arrange for the assistant principals and academic/instructional coaches to be available for their scheduled focus group. Reserve a room for the assistant principals/instructional focus group.
9. Inform your staff of the date of GSAPS visit. The team will be observing randomly selected classrooms teachers. Expectations include:
 - All teachers should have a copy of their lesson plans (paper-copy or QR code) available for the observer to review and keep.
 - Teachers should not schedule guest speakers or field trips on the date of the GSAPS review.
 - Teachers should not administer chapter or unit tests on the day of the visit. Brief formative assessments (3-5 minutes in length) are acceptable.
 - Teachers should not show videos other than brief video clips (3-5 minutes in length) during the GSAPS visit.
 - 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, please contact the review team leader immediately to reschedule the GSAPS.
10. Please share with your staff the following statement exactly as written:

The intent of the GSAPS observations is not to evaluate teacher performance but to gather data about the instructional practices demonstrated most often by teachers in the school. The GSAPS team will compile and report data to the school principal/leadership team to (a) communicate the instructional strategies used in classrooms, (b) note trends, and (c)

identify target actions for improvement. No individual teacher data is collected or reported. Only school-level aggregated data is collected and reported. Additionally, observations will occur in randomly selected classrooms and are ten to fifteen minutes in length.

Approximately one to two weeks after the review, the GSAPS team leader will hold a virtual meeting 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 you prepare for the review.

Thank you,

Email Signature