



### Instructional Rounds Planning Tool

School Name: \_\_\_\_\_ Principal: \_\_\_\_\_

Email and phone: \_\_\_\_\_ Date of visit: \_\_\_\_\_

Tasks	Timeline	Notes
<b>Introduction and Training</b>		
Plan to introduce IR's to staff		
<b>IR Building Blocks &amp; Visit Agenda</b>		
Identify TOA, Problem of Practice (POP), Data, & Focus Questions	At least a week before the visit	
Determine and develop information needed for participants (Mini-lesson, informational handouts, norms, etc...)		
Identify classroom teachers to be observed (5 minimum) as well as additional building participants (if desired)	No later than 2 weeks prior to visit	
<b>Visit Logistics</b>		
Coordinate with Central Office: What will school cover? What will CO cover?		
Notify all involved in Rounds & all building personnel of date, location, parking and beginning and ending times	Prior to visit	
Compile teachers' names, subject area, and grade for classroom observation and develop schedule	No later than one week prior to visit	
Identify a room large enough to hold entire group for pre and post meeting, post signs to this location	Prior to visit	

Plan for food (light breakfast, coffee, and lunch)	Prior to visit	
Plan for substitute teachers for members of the school on IR team	Prior to visit	
Collect materials: -sticky notes (3x3 or 3x5) - -chart paper (6 pads) and markers -masking tape -name tags - -clipboards (if available)	Day of visit	
Copy materials for meeting: background on school and POP, agenda, map of building and observation schedule	Prior to visit	
<b>Post Visit Follow-Up</b>		
Review feedback and Next Level of Work suggestions and share with staff	Within 2 weeks of visit	
Identify appropriate PD and next steps and implement changes as appropriate	Within 3 months of visit	
Prepare report on data and progress for the district Whole Group Debrief		
Set a date to revisit the POP with IR team and entire staff		
<b>Other</b>		

