

Sample Checklist – Equity Audit

<input checked="" type="checkbox"/>	Here is a checklist to help you prepare.
	1. Ensure that staff members understand the purpose of the visit - both what it is and what it isn't. The visit day should operate as a typical school day. During the visit, NCUST staff will observe classrooms, conduct focus groups, and interview the principal.
	2. Assign a room for NCUST staff to use for the day as a home base and a place to conduct focus-group interviews.
	3. Acquire parent permission for 10-15 students to participate in two focus group NCUST staff will conduct during the site visit (See Parent Permission Form). Please try to select a representative group of students across grades (e.g., race/ethnicity, achievement level) for one group and a group of EL students with diverse experiences for the second group. On the day of the visit, please provide the signed forms to NCUST staff.
	4. Please ask 5-8 parents to participate in a focus group. It will last approximately 30-45 minutes. Try to select a representative group of parents (e.g., race/ethnicity, students in different grade levels with different needs).
	5. On the day of the visit, NCUST staff will interview the principal and conduct focus groups. These interviews/focus groups will last up to 60 minutes. Please schedule all interviews/focus groups at times that are least disruptive to teaching and learning (e.g., lunch, before or after schools, during prep periods, etc.).
	6. Two teacher and one staff focus group will be conducted. Please select and notify 6-8 participants for each focus group that will take place at your school. Try to select a representative group of teachers/staff and make sure to include staff who work specifically with EL students (e.g., subject area, grade level, experience, race/ethnicity, etc.), and please select participants who have been at the school for at least one year.
	7. Ask teachers to be prepared for observations of their classrooms by NCUST representatives. Please reinforce the importance of maintaining a normal routine, so that we might observe examples of typical instruction. Minimize special events that might lessen the team's opportunities to visit classrooms.
	8. Let teachers and other school staff know that NCUST representatives may ask them for brief interviews during times when they are not scheduled to teach.
	9. On the day of the site visit, please have copies of school maps, lists of teacher names and room assignments, and the times teachers or other key school personnel might be available to be interviewed or are participating in collaboration or other meetings that would be useful for NCUST representatives to observe and learn about.