



How to Prepare for a Virtual Site Visit

The virtual site visit is a required part of the accreditation process. It allows reviewers to verify key elements of your school's operation and engage with you personally. Preparing effectively will keep the visit efficient and focused.

1. Confirm Your Technology

Before the meeting:

- Test your internet connection
- Ensure your camera and microphone work
- Use a device that can be easily moved for a brief walkthrough
- Have someone on your team prepared to screen-share if needed

2. Organize the Space You Plan to Show

No need to alter your space; just make sure it's practical to walk through on camera.

- Materials, workspaces, and learning environments are visible and easy to explain

3. Have Key Documents Accessible

Keep digital copies available for reference or screen-sharing:

- Daily or weekly schedules
- Curriculum overview or instructional model
- Sample planning tools, assessments, or student work (with identifying info removed)

You don't need to send these ahead unless requested — just make sure you can pull them up quickly.

4. Be Prepared to Explain Your Model Clearly

Reviewers will ask about:

- Your mission and instructional approach
- How student progress and learning is monitored
- Classroom management and safety
- Family communication practices
- How your school operates day to day
- Your budget, financial performance, and future projections



5. Plan for a Short Virtual Walkthrough

You'll be asked to show:

- Main instructional areas
- Any outdoor or auxiliary spaces (if applicable)
- Materials and learning resources

The purpose is to confirm what you described in your application, not to inspect facilities.

6. Ensure the Right People Attend

Typically:

- The school leader
- Someone responsible for curriculum or instruction
- Optional: an additional team member who can answer operational and financial questions

Smaller groups keep the meeting efficient.

7. Allow Time for Questions

Leave time for clarifying questions. The virtual visit helps reviewers verify alignment with the scoring rubric and helps you clarify anything that may not have been explicit in the written application.

Summary

Preparing for a virtual site visit is straightforward: confirm your technology, have your core documents ready, organize the spaces you'll show, and be prepared to explain how your school operates. The visit allows reviewers to verify what was submitted and ensures consistency and fairness in the accreditation process.