

Tool 8

Collecting Student Work—Letter to Instructional Staff

Date:

From: _____, Review Team Leader

To: Teachers

Thank you for inviting our team to your school to work with you on an on-site review. In order to get a clear picture of what is happening in classrooms, it is important for us to look at student work. The review team will look at this work as part of the on-site school review process and then return the work to you at the conclusion of the review.

For 2 weeks, from _____ through _____, please collect all student work—including homework, tests, and in-class assignments—from each of your classes or for every subject. Please evaluate or score the work as you normally would and return it to the students for their review. Then re-collect the work and let the students know that it will be returned to them after the team's visit so that they can take it home or place it in their portfolios.

Folders will be provided to you for each class or subject. If it is convenient, please make a copy of the lesson plan that goes with each assignment in order to give the team the opportunity to look at the work in the context of instruction. When you collect assignments, please clip together:

- A copy of the lesson plan for the assignment (if available)
- A brief description of the assignment
- A scoring guide (if available)
- The completed and scored assignments from all students

Include a lesson plan and scoring guide ONLY if it was already developed—please do nothing extra for this visit.

Please submit your student work folders to _____ on _____.
school contact date

If you have any questions about this process or about the school review in general, please don't hesitate to talk to Principal _____ or give me a call.

Again, thank you for your help in this process.

Sincerely,

Name:

Phone number:

Email: