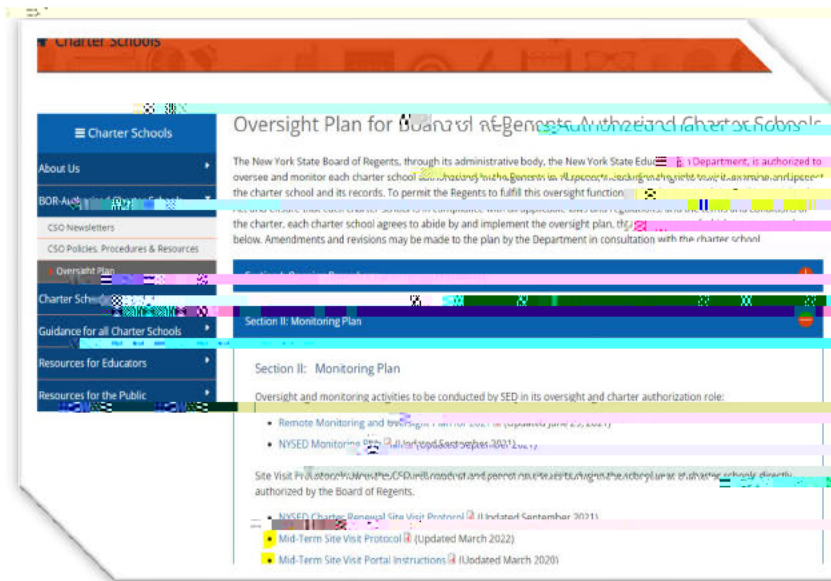
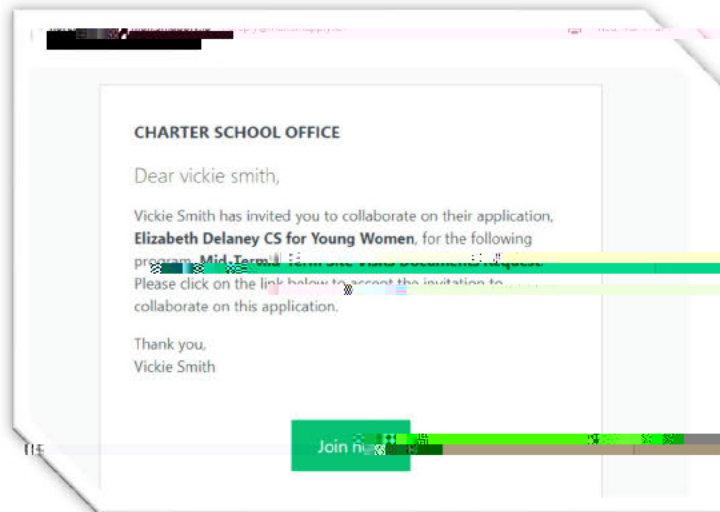




1. To prepare for and to ensure the transparency and fairness of what to expect, please access the [2021-2022 Mid-Term Site Visit Protocol Instructions](#) and review thoroughly in its entirety.



2. School Leaders will be contacted by email. You will have received an email from the State with an invitation from your CSO Liaison to collaborate on the application. (Upon successful log-in, ownership will transfer to the school leader.) By clicking on the link in the email, you will be taken to the site where you will be able to begin uploading the requested documents.





Task Progress indicator

TASKS LIST

Click on the task to download or view the document

1 of 9 required tasks complete

Last edited: Mar 31 2022 04:09 PM (EDT)

REVIEW

SUBMIT

Your tasks

Instructions

Note: Ownership will not change until the school leader clicks on "Join Now"

Kimberly Santiago (Owner)

Collaborators

ADD

Invited: Apr/02/2022

View & edit

Invited: Apr/02/2022

View & edit

Invited: Apr/2/2022

View & edit

School uploads documents for tasks beginning at top of list to help...

CSO only refer to documents that the CSO will upload for liaison and consultant access but will be visible to the school

School Info Order Agreement (Optional)

Completed on: Mar 31 2022 04:09 PM (EDT)

2015 or 2019 Self-evaluation Tool (Optional)

2021-2022 Organizational Chart

2021-2022 Master School Schedule

Board Materials

Description of School Leadership Eval Process

Description of Teacher Eval Process

Efforts to reach Enrollment/Retention Targets

Admissions and Waitlist Process

Supplemental Data to BIR

CSO Monitoring Visit Reports (as applicable) (CSO Only) (Optional)

CSO Monitoring Visit Reports (as applicable) (CSO Only) (Optional)

CSO Monitoring Visit Reports (as applicable) (CSO Only) (Optional)

CSO Monitoring Visit Reports (as applicable) (CSO Only) (Optional)

CSO Monitoring Visit Reports (as applicable) (CSO Only) (Optional)

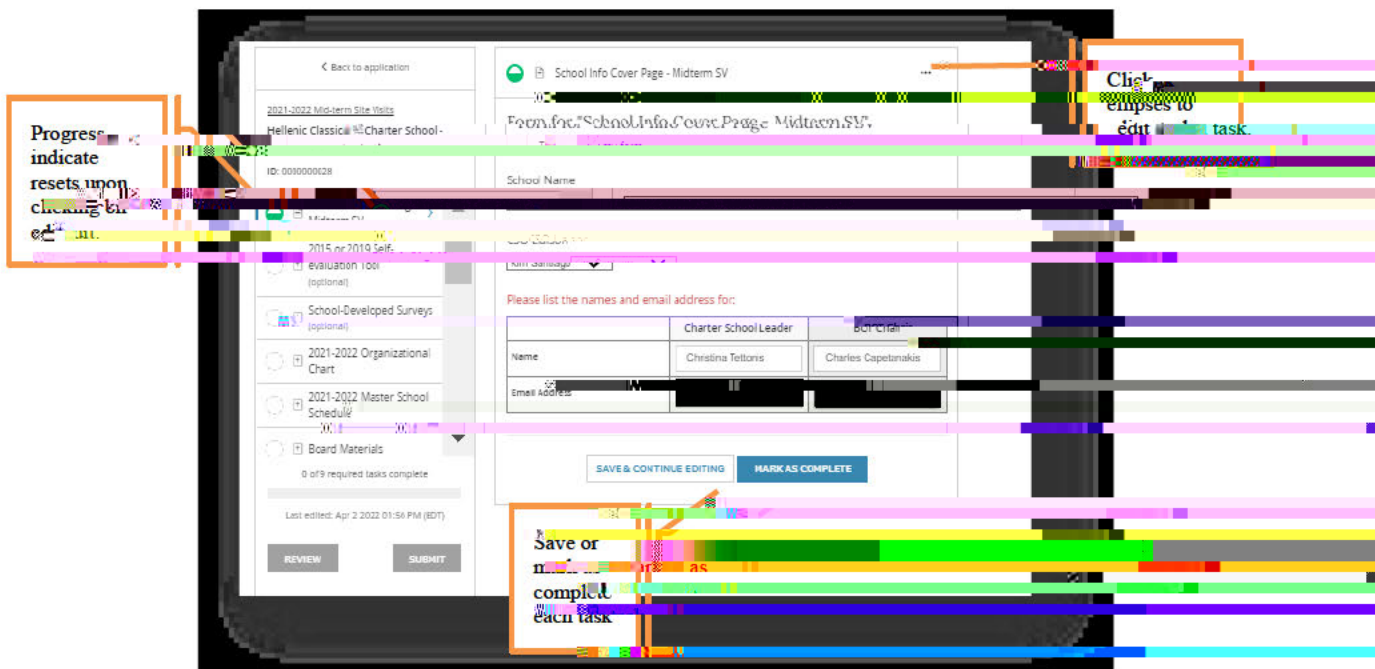
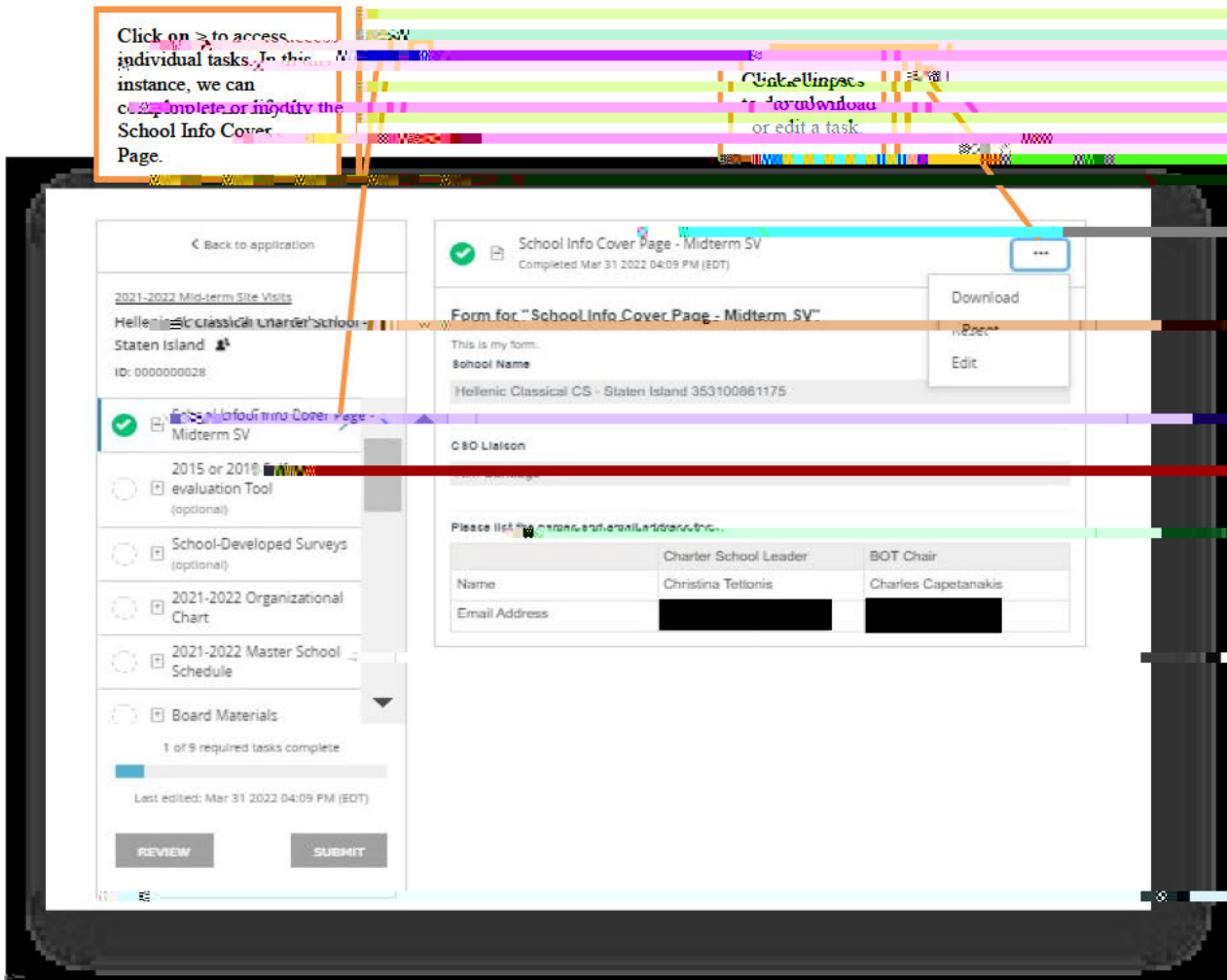
CSO Monitoring Visit Reports (as applicable) (CSO Only) (Optional)

CSO Monitoring Visit Reports (as applicable) (CSO Only) (Optional)

CSO Monitoring Visit Reports (as applicable) (CSO Only) (Optional)

Click on the instructions and documents for each given task.

6. Your CSO liaison may request additional documentation, use additional documents as required to comply with the request. You may also upload additional documentation including ideas, goals, data or supplemental to highlight the school's success in meeting the Performance Framework benchmark indicators. Please discuss the latter with your liaison first.
7. If necessary you will have the ability to edit any task and that it is correct or to edit an error in the school info and cover page form. If uploading a previous uploaded document for a revised or corrected one using the response (.) will wipe out of your uploads. Never click on any results unless you desire to delete all in tasks and for all. None of the files you uploaded are recoverable.



8. A School will be notified when ownership has been transferred to you by clicking on "Add Collaborator" that will allow you to add a collaborator.

insert an email address (name@progressinacinc.com) and before you're done, click on each invite to see the right to view and edit or view only. Then hit send.

Collaborators

Add collaborators to view or contribute to this application

Email address

Type of access

View & edit  View only

Message (optional)

You have been added to the school's account with WSEB's... (MS) and will be able to view and edit the content for the Lesson plan...

SEND INVITE

- The invites will receive an email from the Collaborators Board when you click on the JOIN NOW link in the email initially, the invite will be added as either a collaborator to the same account.
- Please make sure not to collaborate with anyone who does not have the same account. Do not create more than the one account for the same person. Multiple invites will be created.
- The account owner is the only person who can submit, mark the submission as for it to be sent to the CSO. And then you are done! The owner and all who are visible from the school will receive a date-stamped receipt via email acknowledging the submission.
- Please feel free to contact your liaison for any questions and Patrick Garrett at V Smith for technical assistance by email: [patrick.garrett@progressinacinc.com](mailto:patrick.garrett@progressinacinc.com).

Thank you!

Charter Schools Office  
Performance Oversight Team  
[charterschools.wv.gov](http://charterschools.wv.gov)  
518-474-1376