

How to Host a DL/I School Visit

Planning Template

Checklist items	Notes	Person responsible
<input type="checkbox"/> Review of Fidelity Assurances This is a process that a DL/I school staff should go through before applying to be a featured school. Staff should be familiar with the non-negotiables of a DL./I program.		
<input type="checkbox"/> Send an outlook appointment to all in DL/I Network.		
<input type="checkbox"/> Make a PDF invite. <input type="checkbox"/> Send to Cristina Ladas to post to AZLA. Make sure and include any specific parking instructions		
<input type="checkbox"/> Come up with your invite list. Think of who you'd like to invite from your school and school district and send a separate invitation to those individuals. Consider inviting your superintendent and/or governing board members.		



AZ DL/I Network: A subgroup of the AZ Language Association

Logistics Light refreshments, Seating, Projector, copies of...		
<input type="checkbox"/> Welcome and Tour Guides Who will greet visitors at the door? How you will run the tours? You will need to divide up the group. If you have students guide the tours, how will you prep them?		
<input type="checkbox"/> Make arrangements for light breakfast or snacks		
<input type="checkbox"/> Develop a brief presentation about your program. It is recommended that your presentation include: <ul style="list-style-type: none"> <input type="checkbox"/> History of your program, goals <input type="checkbox"/> Demographics of your school <input type="checkbox"/> Curriculum-language and content allocation <input type="checkbox"/> Program curriculum resources (publishers) <input type="checkbox"/> Assessment plan for English and Spanish as well as your targets <input type="checkbox"/> Any foundational documents that include the Fidelity Assurances (ex. Business plan, etc.) 		