



# Adult Education & Literacy Program

## Site Visit Checklist

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Site \_\_\_\_\_ Class \_\_\_\_\_

Site Visitor Name: \_\_\_\_\_

Date: \_\_\_\_\_ Arrival Time: \_\_\_\_\_ Departure: \_\_\_\_\_

Site Staff Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Visit Instruction:  Yes  No \*If yes, should have Teacher Observation Form.

<b>Teacher Binder: Sign-In Sheets, Assessment Analysis, Student Call Logs</b>
<b>Orientation Book/ITEC Plan</b>
<b>Participant Roster</b>
<b>Progress Testing: Current Status</b>
<b>Classroom Aide: supplies, current activity</b>

**Other Notes:**