

Civil Rights Onsite Review Interviews

Please have the following personnel available for interviews during onsite visit. Each interview will be approximately 15 minutes in length.

Name	Possible Interviews with District Level Administration will include:	Interviewed (✓)
	CTE Administrator	
	ELL Administrator	
	Title IX Coordinator	
	Special Education Director	
	Section 504 Coordinator	
	Personnel/Human Resource Administrator	
	Facilities Manager	

Name	Possible Interviews conducted at School Site will include:	Interviewed (✓)
	Principal	
	ELL/LEP Teacher at high school or campus	
	Lead Guidance Counselor	
	CTE Teacher (1 from each program area)	
	CTE Teacher (1 from each program area)	
	CTE Teacher (1 from each program area)	
	CTE Teacher (1 from each program area)	
	CTE Teacher (1 from each program area)	
	Cooperative Education or Work Experience/ Internship Coordinator (if applicable)	
	2- 3 Students interviewed in one group—Students with disabilities, nontraditional students, students of color/diversity, students using ELL services	

Additional Requests

- Please have one office/conference room set aside for interviews with room for 1 interviewer and one to three school personnel. A copy of the completed Civil Rights Onsite Review Checklist and materials should be available for review in this room.
- Interview order will be determined upon arrival on the school grounds and communication with the principal, based upon class coverage or, the school may predetermine the schedule. Our goal is to not disrupt the school day.
- A custodian to accompany during the facilities walk-through of the building would be appreciated. **Custodian or Facilities Manager should have completed the Building Accessibility Facilities Checklist prior to onsite visit and have an additional copy available for review onsite.**