

SCHOOL TOUR WORKSHEET AND CHECKLIST

STEP FIVE in the school search process is to visit and tour schools. School tours are an essential component to choosing a school for your child. You can use this worksheet and checklist for each of your school tours.

SCHOOL NAME: _____

DATE OF TOUR: _____

FIRST THINGS FIRST – DEVELOPING QUESTIONS

School tours provide you with the opportunity to ask questions and get answers about prospective learning environments for your children. The most important questions you can ask are questions you write—based on your family’s priorities. Using your Priorities Worksheet, develop five questions that you want answered from each school you visit. Write those questions here.

1. _____
2. _____
3. _____
4. _____
5. _____

SECURING DOCUMENTATION

During each tour, don’t forget to ask for a copy of the school’s:

- ___ admissions and enrollment criteria
- ___ student code of conduct
- ___ discipline policy
- ___ testing policy
- ___ core values, statement of principles, or diversity and inclusion policy, if available

THINGS TO OBSERVE

| | |
|--|---|
| As you tour the school, here are some questions to ask yourself, based on what you experience during your visit. | <input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> UNSURE |
| Do teachers have control of their classes? | <input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> UNSURE |
| Do classes seem engaging and interesting? | <input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> UNSURE |
| Does the school offer classes that will challenge and motivate my child? | <input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> UNSURE |
| Does the school offer the activities, extracurricular programs, sports, or clubs that are important to me? | <input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> UNSURE |
| Do students appear focused on their learning? | <input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> UNSURE |

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THINGS TO OBSERVE (continued)

| | |
|---|---|
| Do students and teachers treat each other with mutual respect? | <input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> UNSURE |
| Does the school seem welcoming, diverse, and inclusive? | <input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> UNSURE |
| Are staff members friendly to me? | <input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> UNSURE |
| Does the school seem orderly and organized? | <input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> UNSURE |
| Is the building structurally sound? | <input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> UNSURE |
| Are the temperature, lighting, noise level, and air quality acceptable to me? | <input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> UNSURE |
| Is the school clean and well-maintained? | <input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> UNSURE |
| Do I see signs of student achievement or accomplishments displayed in the school? | <input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> UNSURE |

ADDITIONAL QUESTIONS YOU CAN ASK

Now, here are some additional questions that you can ask during your tour:

1. What is your approach to education, and what makes your school unique?
2. What are your school's academic expectations for students?
3. What are some of the things that you do to make sure students are learning at, or above, grade level?
4. Can you tell me what you look for when you recruit teachers? How do you define an effective teacher?
5. How do you regularly monitor and evaluate student learning, and what do you do if students are struggling?
6. How do you choose your curriculum and textbooks? Do you have a specific approach?
7. Do your teachers use a specific instructional strategy or method?
8. Can you tell me about the classes and activities you offer?
9. How do you foster an environment of mutual respect between students, teachers, and parents?
10. What is your school's approach to keeping students safe and preventing bullying?
11. What are your school's policies related to diversity and inclusion?
12. What is your school's approach to homework and testing?

