**Court Ordered Placement of Students**

**Initial Review Itinerary**

**TEMPLATE; revised 11-2019**

**PURPOSE:** Conduct initial review visit of potential provider for approval to complete forms for educational services payments per W.S. 21-13-315 or W.S. 21-13-336

DAY 1: Travel

DAY 2: “Paper” work

* Hard copies or flash drive of requested materials, from protocol
* Tour of facility
* Meet and conference with staff
* Admissions, counselors, residence staff
* Administration and support staff
* If available and not teaching, instructional staff
* Go through paperwork too cumbersome to carry or keep, but need to see (for example, certification visits, monitoring results, policies)

DAY 3: Observations and possible exit interview

* Classrooms; facilities, supplemental materials, curriculum, classroom management
* Student engagement
* Meet with student(s), if not too disruptive [not necessarily Wyoming students as discovered may not be available]
* Possible exit interview (includes questions/answers, remaining process steps)

DAY 4: Travel

Upon return to office: summary write up; Q/A with internal team; decision made; share results with all participating personnel (Facility, DFS, DOH, WDE, other pertinent players related to specific facility).