

Transition to Kindergarten Site Visit Protocol

In accordance with [HB 1550](#), The Office of the Superintendent of Public Instruction (OSPI) has developed the following process for conducting site visits for Local Education Agencies (LEAs) operating a Transition to Kindergarten (TK) program and providing feedback on elements regarding:

- Best practices for site readiness of facilities that are used for the program;
- Developmentally appropriate curricula designed to assist in maintaining high quality programs; and
- Professional development opportunities.

To ensure the continued success of TK programs, OSPI site visits are crucial for gathering firsthand insights. These visits are not evaluations, but opportunities to observe TK classrooms in action, answer questions from educators and administrators, and gain a deeper understanding of the program's strengths and areas for growth. This collaborative approach allows OSPI to offer targeted support, celebrate program successes, and work alongside LEAs to ensure TK continues to provide a strong foundation for all students.

Day of Site Visit - What to Expect

OSPI will contact LEAs to schedule a visit. Only appropriate administrators, teachers and other participants need attend. Understanding that teachers and staff are likely working with their students during these introductory meetings, we understand their presence may not be possible. Please note: these visits are meant to be brief. Introductory meetings and classroom visits typically don't need to be more than 15-20 minutes each.

1. Introductory Meetings - Site visits should begin with a brief meeting for introductions and to discuss implementation of program, ask and answer questions, provide feedback, and explore how OSPI can provide support. If there is time, building administrators can show us the school highlighting TK playground, lunchroom, bathrooms, etc.

- Who should be included?
 - Building Principals
 - LEA Early Learning Directors
- Optional participants for introductory meeting:
 - TK teachers
 - One or two family members of a TK student
 - ESD Early Learning Coordinators (OSPI will invite)

2. **Classroom Visit** - OSPI will briefly visit TK classrooms to see programs in action **with no more observers than necessary** (we do not want to disrupt classrooms with a crowd of adults). We ask to see a transition or two, center time, or whole group instruction. Avoiding recess, lunch, or rest time so that we can observe classroom instruction and student engagement.

3. After classroom visits, **OSPI will depart** unless administrators would like to meet briefly to ask follow-up questions, troubleshoot, or share examples. This will be at their discretion and as time permits.

4. **Feedback** – OSPI will send programs feedback highlighting the high-quality, developmentally appropriate aspects observed during the visit, address program's questions/concerns, and if applicable connect to other district programs and/or offer targeted assistance on program opportunities for growth.