



OFFICE OF SCHOOL INNOVATION  
 School Turnaround Office  
 Room 481 EBA  
 Telephone: (518)473-8852  
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Date

Superintendent  
 Office  
 District  
 Address  
 City, State, Zip

**Re: School Innovation Fund (SIF) Grant - Round 2  
 Preparation Period OR Implementation Period Site Visit - *Insert School Name***

The New York State Education Department (NYSED) School Turnaround Office (STO) completed its check-in visit to [*Insert School Name*] on [*Date*]. The purpose of this visit was to gauge grantee readiness for project implementation; and to provide grantee support and assistance in preparation (*Preparation Period*) **OR** to provide grantee support and assistance during implementation; and to determine the current level of project implementation as well as gauge its effectiveness (*Implementation Period*).

The Department commends district and school staff for being well-prepared, collaborative and candid with the feedback they provided. The following chart contains a summary of the site visit and the agreed upon next steps.

Local Education Agency/School	School/District/Lead Partner (s)
<i>Name of School District:</i> <i>Name of School:</i>	<i>Name, Title, Affiliation</i>
<b>School and District Capacity for Project Implementation</b>	<b>NYSED STO Site Visit Team Feedback</b>
<i>Summary of Evidence</i>	<p><b><u>Strengths and Successes</u></b></p> <ul style="list-style-type: none"> <li>•</li> </ul> <hr/> <p><b><u>Areas of Further Development, and Challenges/Barriers to Implementation</u></b></p> <ul style="list-style-type: none"> <li>•</li> </ul>

	<p><b><u>Potential Areas of Technical Assistance and/or Support</u></b></p> <ul style="list-style-type: none"> <li>•</li> </ul>
<p><i>Further Actions and Next Steps</i></p>	<ul style="list-style-type: none"> <li>•</li> </ul>

Should you have any questions, or need additional information or technical assistance, please contact your STO district liaison: *[Insert NYSED STO district liaison name, email address, (518) 473-8852]*.

Sincerely,

*[Insert E-signature]*  
 NYSED STO District Liaison

cc: Sally Bachofer  
 Owen Donovan  
*[Insert names of other SED staff participating in site visit.]*