

SAMPLE AGENDA

EAP SCHOOL VISIT

<SCHOOL NAME>

<DATE>

9:00 - 9:15	Facility Tour
9:15 - 9:30	Overview of the Process
9:30 - 10:00	Registrar/Admissions: Overview of Student Records <i>(five files each for new students, refunds, graduates)</i>
10:00 - 10:30	Owner/Director/Administrator
10:30 - 11:00	Instructors
11:10 - 11:30	Students (close to graduation)
11:30 - 12:00	Advisory Committee/Employers (teleconference or in-person)
12:00 - 12:30	Graduates (teleconference or in-person)
12:30 - 1:00	EAP Staff Completes Assessment Form
1:00	Exit Conference with Owner/ Director to share assessment results

School officials should use this sample agenda as a guide when preparing for an EAP school visit. All groups listed on the sample agenda will be interviewed. The EAP staff will work with you to finalize an agenda for the school visit.