

SOI Designation Process

1. Designation Visit Request

- The school principal emails Cindy Hogue at ADE requesting a designation visit.
- In the email request, include three to four preferred dates and times based on a three-hour visit.
- Attach the completed reflection tool.

2. ADE Response

- A date for the official visit will be sent.
- If more information or clarification is needed, the principal will be contacted before the visit is scheduled.
- The designation team will consist of a minimum of three members. It will be led by ADE personnel.

3. Scheduling for the Visit

- School presentation of SOI journey. (30-45 minutes)
- Interview school principal and school leadership team. (30 minutes)
- Meet with the Council of Innovation. (30-45 minutes)
- Tour the school. (30 minutes)
- Reflection meeting for visiting team. (15 minutes) We will need a private room for this.
- Meet with the principal for exit comments. (15 minutes)