Dear \_\_\_\_,

I am writing to schedule a time to visit your school to conduct a school-wide evaluation using the School-wide Evaluation Tool (**SET**) in preparation for PBIS Universal training.

As part of this process we will need to:

* Conduct an interview of approximately 20 minutes with the school administrator.
* Review the following materials (since this is a pre-assessment, you may not currently have all of these materials):
  + School discipline handbook
  + School improvement goals
  + Annual Action Plan for meeting school-wide behavior support goals
  + Social skills instructional materials / implementation timeline
  + Sample behavior lessons for teaching expectations and/or teaching matrix for teaching rules in different environments with timelines for implementation
  + Behavioral incident summaries or reports (e.g. office referrals, suspensions, expulsions)
  + Office discipline referral forms
  + Other related information

We will then tour the school to conduct observations of the school environment and interview randomly selected students and staff. In preparation for this evaluation, please gather the materials listed above. Please also make a general announcement to the students and staff about our visit and prepare them to be interviewed. Each student or staff interview takes approximately 2-5 minutes.

These are the dates/times I am available:

Please respond with the best date/time.

Thanks!