MAYOR'S COMMISSION ON LITERACY

United Way Adult Education Program Site Visit – Form Revised 11/28/08

Agency Name: _____

Date & Time of Site Visit: _____

Attendance: Esther Kang, UWSEPA Program Standards Coordinator

Materials Reviewed & Actions Taken At the Site Visit:

- ☐ Observed a class in session
- ☐ Observed one-on-one tutoring
- ☐ Toured agency facilities
- ☐ Met key agency staff
- ☐ Reviewed agency written plan / strategy
- ☐ Reviewed UWSEPA Baseline Standards
- ☐ Asked follow-up assessment questions
- ☐ Reviewed initial survey results
- ☐ Reviewed PA Adult Teacher Competencies
- ☐ Reviewed PA Administrator Competencies
- ☐ Collected sample documentation for file sharing
- ☐ Reviewed Procedure Manual draft & documentation
- ☐ Reviewed pending standards not in compliance
- ☐ Other:

Actions to be Taken:

Other Comments: