

# AGENDA

United States Department of Education Virtual Review  
[State Agency]  
[Month Days, Year]

## Day 1

---

**9:00 am – 9:30 am**

*(adjust as needed for  
time zones)*

Entrance Interview  
Welcome and Introductions

Purpose and Expectations  
U.S. Department of Education  
Office of Career, Technical, and Adult Education  
(OCTAE)

(Skype)

---

**9:30 am – 4:00 pm**

Document Review (OCTAE Team)

(PCP/Skype)

---

## Day 2

---

**8:30 am – 12:30 pm**

Document Review and interviews as needed with  
appropriate State personnel  
*OCTAE will call [State Agency] as needed*

(PCP and  
phone/Skype)

---

**12:30 pm – 1:30 pm**

Lunch

---

**1:30 pm – 2:00 pm**  
(OCTAE Only)

OCTAE Leadership Briefing

(PCP/Skype)

---

**2:00 pm – 3:00 pm**  
(OCTAE Only)

Wrap Up and Prep for Exit

(PCP/Skype)

---

**3:00 pm – 4:00 pm**

Exit Interview with the State

(Skype)

---

---

**Please note depending on time zone and State availability, the exit call may be scheduled on Day 3. Skype should be used for communicating with the State as well as with DAEL staff who have duty stations outside the DC area.**

*August 2019*