



## Lakeside Union School District

### “What to Expect” Documents Instructions

Attached are two “**What to Expect**” documents designed to provide a clear overview of our Facility Master Plan (FMP) process and upcoming site assessments. These documents are intended to help your team and school leaders understand what to anticipate and how to prepare:

#### 1. What to Expect – Facility Master Plan Process

- **Audience:** District leadership, including directors, cabinet members, the superintendent, and board members.
- **Purpose:** Provides a high-level overview of the FMP process, timeline, and key milestones to ensure leadership understands our approach and next steps.
- **Use:** To inform any interested parties within the District of the Facility Master Plan Process, such as Board Members.

#### 2. What to Expect – Site Assessments

- **Audience:** School principals and site administrators.
- **Purpose:** Outlines what to expect during on-site assessments, including the visit schedule, the type of information we will collect, and how the process will impact daily operations.
- **Use:** Prior to the assessment dates, this document, along with the assessment schedule can be sent to school administrators to let them know the site visit process.

You are welcome to share these documents with the appropriate individuals at your discretion. **Please let me know if you’d like us to provide the documents in Word format so you can customize these for specific audiences.**

Thank you, and I look forward to working together.

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