

Crown Pointe Academy will use an exit interview as one of the tools in the evaluation process of the school. The Academy Board president or his/her designee will perform an exit interview with all staff and families leaving the school. Families leaving the school due to graduation from 8<sup>th</sup> grade are exempt from this policy. The interview will be completed within 5 business days from their last day of school. The interview may be done in person or through a phone call. Feedback obtained from the exit interview will be reported to the Academy Board and the Director at the next Academy Board meeting in the form of a short written report. An approved list of questions will be developed and reviewed annually to insure consistency in the exit interview process.

**Adopted:** August 14, 2008; October 2015, March 2023  
**Reviewed:** October 2015, March 2023  
**Revised:** October 2015  
**Rationale:** New Policy; Removal of CPA C1, to be aligned with the new charter authorizer. No changes made in 2023.