



The Mid-Semester J-1 Teacher Check-In

Use this checklist to prepare for and guide each meeting.

Before the Meeting

- ☐ Schedule the check-in at the semester midpoint
- ☐ Invite the principal or academic director, mentor teacher, and J-1 teacher
- ☐ Share discussion topics with the teacher in advance
- ☐ Review recent classroom observations and mentor notes
- ☐ Confirm sponsor check-in dates and requirements

Classroom and Instructional Support

- ☐ Teacher is comfortable with local standards and pacing guides
- ☐ Teacher understands the grading system
- ☐ Classroom management strategies are working, or support is identified
- ☐ Teacher has access to needed technology, textbooks, and supplies

H-2B Post-Approval Compliance Checklist

Cultural and Personal Adaptation

- ☐ Housing is stable
- ☐ Transportation is reliable
- ☐ Teacher has local community connections
- ☐ Teacher is connected with a mentor, administrators, and the sponsor support line
- ☐ Teacher reports manageable personal and professional adjustment

Compliance and Visa Check

- ☐ DS-2019 employment details are accurate
- ☐ Site of activity matches the DS-2019
- ☐ Personal information is current
- ☐ Teacher is working only in the approved full-time position at the host school
- ☐ Health and accident insurance meets BridgeUSA requirements
- ☐ Sponsor notified of any changes

After the Meeting

- ☐ Key takeaways recorded
- ☐ Owner assigned to each action item
- ☐ Follow-up date scheduled
- ☐ Documentation shared with the sponsor as required