HIGH IMPACT TUTORING
by ExpandED Schools

Beginning of Year Meeting Checklist

Action Items

- ***Book an appointment*** with Jacquelyn Lekhraj, Director of Implementation, High Impact Tutoring: https://calendly.com/jlekhraj/hit-program-check-in-tutor-providers
- ***Upload rosters*** of HIT participants **for each of your schools** in the unique Sharepoint folder shared with you **prior to your appointment** (reach out to Jacquelyn: jlekhraj@expandedschools.org if you have not received the folder).
  - Ensure that rosters are organized by school DBN and include the student name, grade level, <u>assigned tutor and tutor attendance</u> (*a Provider Data Sharing template is available in your sharepoint folder, tabs entitled School 1, School 2 etc are for attendance*).
- ***Upload diagnostics data*** into your sharepoint folder and/or come prepared to share results.
  - Complete the "Assessment Details" tab in the Provider Data Sharing template
- ***Come prepared to confirm the following*** (i.e. in a pre-populated spreadsheet/document) :
  - Final list of partner schools
  - Total student enrollment per school
  - Tutoring schedule per school
  - Completion status of your <u>pre-launch meeting</u> per school
  - Frequency with which data in Sharepoint will be updated
  - Frequency with which tutors will receive feedback from from the provider
  - **High Impact Tutoring Goals discussed with each school**