

HIGH IMPACT TUTORING

by ExpandedED Schools

HIT Pre-Launch Checklist

- Confirm plan with program manager via phone/email**
 - Start Date
 - Number of students
 - Has the launch plan changed?
 - Schedule a pre-launch meeting

- Finalize budget process**
 - Review newest provider quote(s)
 - Complete MTAC bid process (for MTAC providers only)
 - Submit Purchase Order

- Submit a final student roster to ExpandedED**
 - Create roster using Sharepoint Excel Template
 - Submit to sharepoint folder

- Have New Visions point person attend NV Portal workshop**
 - Confirm point person & assign access
 - Register point person for workshop
 - Come prepared with finalized launch plan details (roster, provider, dates, schedule)
 - Set up all groups in NV for attendance tracking

- Conduct pre-launch meetings with: *(see detailed checklists page 2)***
 - ExpandedED Program Manager
 - Tutoring Provider

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Pre-launch meeting with ExpandedED Program Manager	Pre-launch meeting with Tutoring Provider
<ul style="list-style-type: none"><input type="checkbox"/> Review the HIT Standards to understand fidelity measures<input type="checkbox"/> HIT Goal Review<ul style="list-style-type: none"><input type="checkbox"/> Review HIT Goals + Assessments<input type="checkbox"/> Ensure alignment with goal template resource<input type="checkbox"/> Review finalized Launch Plan<input type="checkbox"/> Complete Coaching Plan<ul style="list-style-type: none"><input type="checkbox"/> Discuss roles/responsibilities<input type="checkbox"/> Discuss expectations of PM and School HIT Team<input type="checkbox"/> Review HIT Standard Rubrics<ul style="list-style-type: none"><input type="checkbox"/> Discuss progression of standard evaluation (moving on only after scoring 3-4)<input type="checkbox"/> Site Visit Dates<ul style="list-style-type: none"><input type="checkbox"/> Mid-cycle; end of cycle - assessment data share<input type="checkbox"/> Cycle Count: minimum of 10 weeks per cycle (minimum of 30 sessions)<input type="checkbox"/> Review full pre-launch checklist<ul style="list-style-type: none"><input type="checkbox"/> Confirm budget status<input type="checkbox"/> New Visions Portal training status<input type="checkbox"/> Student roster submission<input type="checkbox"/> Pre-launch meeting with tutoring provider<input type="checkbox"/> Parent/Family Communication<ul style="list-style-type: none"><input type="checkbox"/> Notify parents/guardians that the student is enrolled in the HIT program and provide an overview of the program	<ul style="list-style-type: none"><input type="checkbox"/> Personnel:<ul style="list-style-type: none"><input type="checkbox"/> Introduce provider to school based HIT Team<input type="checkbox"/> Meet provider's team (on-site coordinator, program manager)<input type="checkbox"/> Schedule: Finalize tutoring schedule (including launch date)<input type="checkbox"/> Roster: Share student roster / tutor roster<ul style="list-style-type: none"><input type="checkbox"/> Ensure that tutors are familiar with students academic needs<input type="checkbox"/> Ensure tutoring curriculum aligns with needs of students enrolled<input type="checkbox"/> Meetings:<ul style="list-style-type: none"><input type="checkbox"/> Determine meeting cadence for "pulse checks" between school based HIT Lead and Provider Lead<input type="checkbox"/> Establish a system of ongoing two-way communication between tutors and classroom teachers to discuss student needs, progress and content being covered.<input type="checkbox"/> Space: Confirm room numbers of tutoring; if pull-out: who will escort the students?<input type="checkbox"/> Materials: What do tutors and students need?<ul style="list-style-type: none"><input type="checkbox"/> Technology: laptops; tablets; headphones<input type="checkbox"/> Whiteboards, markers<input type="checkbox"/> Workbooks<input type="checkbox"/> Assessments: Establish assessment type and dates for pre/post diagnostics as well as other testing benchmarks/evaluations, and how data will be shared<input type="checkbox"/> Policies:<ul style="list-style-type: none"><input type="checkbox"/> Review tutoring provider policies on student absenteeism<input type="checkbox"/> Review protocol for tutor absenteeism<input type="checkbox"/> Quick checks:<ul style="list-style-type: none"><input type="checkbox"/> Status of MTAC bid process? Was PO cut?