

FY20 Parent Mentor Planning-Implementation-Evaluation Checklist

Determine and plan Family Engagement work to align with district priorities & report by October 15th	<input type="checkbox"/>	Review previous success, feedback, and recommendations
	<input type="checkbox"/>	Review Best Practice Summaries
	<input type="checkbox"/>	Meet with district administrator and partners
	<input type="checkbox"/>	Use Kickoff opportunity to plan (September 2019)
	<input type="checkbox"/>	Set time up in your district to plan
	<input type="checkbox"/>	Use E2P guides related to discussed priorities
	<input type="checkbox"/>	Select objective, goal, and vital behaviors
	<input type="checkbox"/>	Select target group (utilize Family Pre/Post survey or other resources)
	<input type="checkbox"/>	Plan your training, guided by learning targets (what you want families to learn)
	<input type="checkbox"/>	Select 2 "I can" statements and have plan to measure learning at training
	<input type="checkbox"/>	Decide content to ensure parents understand impact on student outcome
	<input type="checkbox"/>	Select your resources and handouts to support learning and vital behaviors
	<input type="checkbox"/>	Set expectation for follow-up and ongoing support
	<input type="checkbox"/>	Have target families complete Family Pre-survey
<input type="checkbox"/>	Have a timeline for you and partners to train, collect/review data, and report	
Inform, Network, and Collaborate to Transform outcomes for students	<input type="checkbox"/>	Inform families and partners
	<input type="checkbox"/>	Training aligned with district priorities and goals for family engagement
	<input type="checkbox"/>	Train partners and school staff as needed to connect goals and information
	<input type="checkbox"/>	Connect families with partners and resources
	<input type="checkbox"/>	Network with families and partners
	<input type="checkbox"/>	Utilize family feedback from Family Pre-survey or other feedback tools
	<input type="checkbox"/>	Utilize conversations with families and partners to adjust support
	<input type="checkbox"/>	Collaborate and model partnering to improve outcomes
	<input type="checkbox"/>	Partner with families and partners to address student outcomes
<input type="checkbox"/>	Utilize benchmark checks for data review and to adjust support	
Report Learning, Action, and Outcome impact and Build Capacity for ongoing success	<input type="checkbox"/>	Report plan for FY20 no later than October 15th
	<input type="checkbox"/>	Set three benchmark dates to collect data and follow-up accordingly
	<input type="checkbox"/>	Report second update no later than January 15th
	<input type="checkbox"/>	Enter all Family Pre-surveys no later than January 15th
	<input type="checkbox"/>	Report final report no later than April 15th
	<input type="checkbox"/>	Enter all Family Post-surveys no later than April 15th
	<input type="checkbox"/>	Enter contacts quarterly October 15th, January 15th, April 15th, and May 30th
	<input type="checkbox"/>	Utilize recommendations, feedback, and final report to plan for FY21 with partners
	<input type="checkbox"/>	Share in district, through reporting, and with those who will replicate successes
	<input type="checkbox"/>	Utilize PTA Standards and LbC Framework to expand impact
<input type="checkbox"/>	Utilize supplemental tools on the Learning Curve to ensure details and data for replication	

*Tool to guide your timeline for target work. Checklist does not include every step you will complete, but includes important dates and actions that will assist you as you impact learning, action, and outcomes in your target group.