

Prime Time Mentoring & Tutoring **Educational Services, Inc.**

Weekly Tutor Tracker

Student Name: _____

Key Contacts

<i>Name and Role</i>	<i>Contact Information</i>

Planning Checklist

School Performance <ul style="list-style-type: none"><input type="checkbox"/> School Improvement Plan - moderate<input type="checkbox"/> School Improvement Plan - at risk<input type="checkbox"/> Current and Historical Academic Progress Data<input type="checkbox"/> Special School Awards and Distinctions	Notes:
Demographics <ul style="list-style-type: none"><input type="checkbox"/> Enrollment / missed classes<input type="checkbox"/> Intervention/Prevention<input type="checkbox"/> Gifted<input type="checkbox"/> Proficiency	Notes:
Climate/Culture <ul style="list-style-type: none"><input type="checkbox"/> School History<input type="checkbox"/> Traditions	Notes:

Staffing <ul style="list-style-type: none"><input type="checkbox"/> Teachers<input type="checkbox"/> Specialists<input type="checkbox"/> “Dynamics” to Consider<input type="checkbox"/> Volunteers<input type="checkbox"/> Others	Notes:
Parents <ul style="list-style-type: none"><input type="checkbox"/> Primary Caregiver<input type="checkbox"/> Other Parent Liaisons<input type="checkbox"/> Family Services	Notes:
Curriculum/Assessment/Instruction <ul style="list-style-type: none"><input type="checkbox"/> Key Areas of Focus<input type="checkbox"/> Professional Development Plans/Issues/Needs<input type="checkbox"/> Maturity of FQL Implementation<input type="checkbox"/> PLC Considerations<input type="checkbox"/> Learning Walk Trends	Notes:
Administrative <ul style="list-style-type: none"><input type="checkbox"/> Master Schedule<input type="checkbox"/> Crisis Plan<input type="checkbox"/> Discipline<input type="checkbox"/> Attendance<input type="checkbox"/> Bus List/Schedule<input type="checkbox"/> Feeder Pattern Considerations<input type="checkbox"/> School Board Representative<input type="checkbox"/> Central Office Liaison<input type="checkbox"/> Professional Network (Mentor, Colleagues)<input type="checkbox"/> Community Partnerships<input type="checkbox"/> Legal/Policy Matters	Notes:
Tutoring Service Hours (week total) <ul style="list-style-type: none"><input type="checkbox"/> Dates of Services listed	Notes:

Additional notes / Information:

<ul style="list-style-type: none"><input type="checkbox"/> Weekly Tutor hours<input type="checkbox"/> Cancelation dates<input type="checkbox"/> Times of tutoring Service provided for the week (AM - PM)	
Communication <ul style="list-style-type: none"><input type="checkbox"/> Key Student Educational Contacts<input type="checkbox"/> Email Distribution Lists implemented<input type="checkbox"/> School Website<input type="checkbox"/> School Newsletter<input type="checkbox"/> School Press Releases	Notes:
PTMTES Services & Technology <ul style="list-style-type: none"><input type="checkbox"/> Teacher recommended student Websites<input type="checkbox"/> Parent recommended student Websites<input type="checkbox"/> Educational Media Service tools<input type="checkbox"/> Learning Space location	Notes:
Student Sports & Extracurricular Activities <ul style="list-style-type: none"><input type="checkbox"/> Sports<input type="checkbox"/> Clubs<input type="checkbox"/> Programs	
Other	

Suggested Documents/Information for PTMTES Services

Tutors are encouraged to seek the following documents/information in preparation :

- School Improvement Plan
- School Report Card
- Student Handbook
- Preferred Library location
- Bus Schedule
- Parent Schedule / Email
- School Calendar
- School Website / Teacher Email
- School Newsletter
- Educational Progress Documentation
- Homework / Quizzes
- M-STEP State Report (most recent)

SWOT Analysis

<p><i>Strengths</i></p> <ul style="list-style-type: none">● What are our strengths?● What advantages do we have to help us overcome our challenges?	<p><i>Weaknesses</i></p> <ul style="list-style-type: none">● What are our challenges and areas needing improvement?
<p><i>Opportunities</i></p> <ul style="list-style-type: none">● Where can we change our challenges into strengths?● What areas for improvement remain unaddressed?	<p><i>Threats</i></p> <ul style="list-style-type: none">● What are our barriers to progress?● What challenges do we foresee in the future?

Develop and Implement Plan

Communications Plan

To build a shared vision for your school, it is important to proactively implement a plan for communication and collaboration. Principals entering a new school are expected to:

Message (WHAT?)	Stakeholder Group (WHO?)	Method (HOW?)	Date (WHEN?)
<i>"Building Community"</i> meeting with every staff member	School faculty and staff	Small groups of no more than 10	Within the first 90 days of the school year
<i>"Building Community"</i> meeting with at least 10% of parents	At least 10% of parents from a cross-section of the student body	Small groups of no more than 10	Within the first 90 days of the school year
<i>"Building Community"</i> Meeting with at least 10% of the students (<i>representing a cross-section of the student body</i>)	At least 10% of the students (<i>representing a cross-section of the student body</i>)	Small groups of no more than 10	Within the first 90 days of the school year
<i>Plus/Delta Report</i> Conduct a plus/delta of the meetings and summarize a report to the community.	Entire school community	School announcements, newsletter, web site	Within the first 90 days of the school year.

Building Community

Use the following as guiding questions for *Building Community*:

1. At our school, I am especially proud of: _____

Additional notes / Information:

2. I wish more people knew the following about our school: _____
3. The most misunderstood items about our school are: _____
4. What do you perceive as barriers to improving communication at our school?
5. How can these be overcome?

Next steps:

1. Conduct a Plus/Delta
2. Share the results with students, teachers, staff, and parents.
3. Follow up on “brag” items by highlighting in newsletters, websites, media, other tools.
4. Follow up on misunderstood items with communications plans to address
5. Follow up on improvement suggestions with communications plans and take action.

Plus (+)	Delta (Δ)

Use the following table to document the details of your two-way communications plan. Include key meetings and focus groups.

Message (WHAT?)	Stakeholder Group (WHO?)	Method (HOW?)	Date (WHEN?)

Additional notes / Information:

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