

Preparing for Ignite Reading

Why This Matters

Your District is making a bold decision to give every student the resources they need to become a confident, fluent reader. By preparing now, you're equipping your schools with the clarity, leadership, and systems needed to make that vision a reality. *This checklist is designed to smooth the onboarding experience ahead.* A more formal onboarding process will kickoff shortly – in the meantime, please engage with the resources below to support a strong start to the year!

Preparation Steps

- ☐ **Identify Your Champions:**
 - ☐ Select a District Champion who will set the vision and goals for the implementation, overseeing Ignite Reading at the district level.
 - ☐ Select a School Champion who will help lead and coordinate Ignite Reading at each site.
- ☐ **Plan ahead for access:** Estimate how many student seats will be allocated to each school.
- ☐ **Document schools and leaders for launch:** Prepare your [participating school and School Leader list](#).
- ☐ **Share the good news with Schools:** Build excitement by sharing that Ignite Reading is coming.
- ☐ **School sites choose their ideal session slots:**
 - ☐ Sessions are 15 minutes, every weekday (M-F) on the quarter hour (:00, :15, :30, :45).
 - ☐ Please note at least two alternate time options in case your first choice isn't available.
- ☐ **Think about who will benefit most:** Start drafting a preliminary roster of students who may participate.
- ☐ **Ensure every student's teacher is included:** Prepare your [teacher list](#) for each participating school site.
- ☐ **Schedule time for training:**
 - ☐ School sites allocate ~45 minutes for the School Leader and School Champion to complete Onboarding Training 3 weeks prior to launch.
 - ☐ School sites allocate ~1 hour for the School Leader and School Champion to complete School Staff Training 2-3 weeks prior to launch.
 - ☐ School sites allocate ~1 hour for staff and proctors with Ignite Reading students to complete School Staff Training 1-2 weeks prior to launch.

Helpful Resources

Your team isn't alone. Check out the following resources we built to help make your preparation easier and give your staff confidence as launch approaches.

- ☐ Visit our [Knowledge Base](#) for downloadable resources, pre-training, and tips for success.
- ☐ Review the [Implementation Playbook](#) – This outlines what to expect in setup and beyond.
- ☐ Watch [Training Videos](#) – Training modules will be required in IgniteU during official onboarding, but you're welcome to get familiar now.