Onboarding Meeting Agenda

Welcome & Introductions

Implementation/Pre-Launch Discussion Topics

- (Returning schools only): Feedback/Areas for Improvement in SY24-25

Implementation Tracker Overview

- District & School Folders
  - Please take 3-4 minutes to update with staff members who should have access to either District and/or School Specific Folders- We will update sharing permissions after this meeting
- Student Roster Template
  - Student Selection best practices
  - Waitlist Tab
  - Note: Please do not add any additional columns to the roster. You may add any additional information to the "notes" column.
    - Add/Drop Process will live in the student roster. We will review the process at the Baseline Data Meeting.
    - A Note on Accommodations
      - If the student's special education accommodations do not apply to the Ignite Reading tutoring sessions, **please input "None Applicable to Ignite Reading"**
  - **Note:** If you are providing **parents/guardians** with the ability to opt their students out of the program, this must be done before finalizing Rosters.
- Time Slots- Review
  - Time slots will be confirmed by your Ignite Reading CSM once tutor availability has been verified.
  - Before finalizing your time slots, talk with teachers and other key stakeholders and review selected time slots to account for any school schedule changes (e.g. regular early dismissal days, pull-outs etc.)
- Program Logistics
  - Please take 4-5 minutes to fill in some program details around Ignite Reading- grade levels, School Champion, tutoring location, student devices, etc.
- School Year 2024-2025 Partnership Term + Non-Program Dates
    - Please confirm your school calendar in the District Implementation Tracker

- ■ Ignite Reading company-wide holidays are listed [here](#)
- ■ Additional School Non-Program Days: Any additional days please email implementation@ignite-reading.com

Resources

- ● [Parent Letters](#)
- ● [District IT Requirements](#)
- ● [Inclement Weather Policy](#)
- ● [Student Safety Concern](#)

- ● [Headphone Purchase Options](#) - Do schools have headphones or have purchased any?

Action Items & Next Steps

- ● [Ignite Reading](#)
  - ○ Send out meeting invitations
  - ○ Update folder sharing
  - ○ Reach out to IT

- ● [School/District](#)
  - ○ Complete student roster
  - ○ Complete District Implementation Tracker