

## Communication and Collaboration Checklist

Review the techniques you can use to build communication, relationships, and collaboration with schools. Check those you already do, those you can achieve in the next several weeks, and those that will be long-term initiatives.

|   | In place | Can work on now | Long-term |
|---|----------|-----------------|-----------|
| <input type="checkbox"/> Establish process to meet or talk regularly with school principal, afterschool liaisons, and/or teachers |          |                 |           |
| <input type="checkbox"/> Obtain and share key contact information   |          |                 |           |
| <input type="checkbox"/> Discuss integration and alignment goals and opportunities  |          |                 |           |
| <input type="checkbox"/> Discuss afterschool and school goals for students  |          |                 |           |
| <input type="checkbox"/> Participate in shared professional development   |          |                 |           |
| <input type="checkbox"/> Serve on academic and other committees   |          |                 |           |
| <input type="checkbox"/> Attend school staff meetings   |          |                 |           |
| <input type="checkbox"/> Find teachers willing to review project or activity objectives and plans                                 |          |                 |           |
| <input type="checkbox"/> Invite school staff to visit the program   |          |                 |           |
| <input type="checkbox"/> Have a school staff person on your board or advisory group   |          |                 |           |
| <input type="checkbox"/> Discuss attendance, attendance issues, and shared outreach efforts                                       |          |                 |           |
| <input type="checkbox"/> Provide school with 21 <sup>st</sup> CCLC student attendance data  |          |                 |           |
| <input type="checkbox"/> Integrate school and afterschool attendance tracking systems   |          |                 |           |
| <input type="checkbox"/> Observe or assist in school-day classroom  |          |                 |           |
| <input type="checkbox"/> Have a written space-use agreement and review it annually  |          |                 |           |
| <input type="checkbox"/> Create a plan for shared resources and fundraising   |          |                 |           |
| <input type="checkbox"/> Plan projects and activities related to topics and themes addressed in classes                           |          |                 |           |
| <input type="checkbox"/> Obtain copies of homework assignments  |          |                 |           |
| <input type="checkbox"/> Obtain and make available copies of textbooks and/or reading materials used in classes                   |          |                 |           |
| <input type="checkbox"/> Understand school behavior expectations and regulations  |          |                 |           |
| <input type="checkbox"/> Attend PTA meetings and support PTA activities   |          |                 |           |
| <input type="checkbox"/> Participate in parent/family meetings  |          |                 |           |
| <input type="checkbox"/> Create shared plan for student recruitment and parent outreach   |          |                 |           |
| <input type="checkbox"/> Participate in Individual Education Plan (IEP) meetings for program youth with special needs             |          |                 |           |
| <input type="checkbox"/> Provide teachers with evidence of learning and achievement in afterschool                                |          |                 |           |
| <input type="checkbox"/> Other: _____   |          |                 |           |
| <input type="checkbox"/> Other: _____   |          |                 |           |



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### Communication and Collaboration Tasks

Strengthen communications and collaboration by identifying specific goals, tasks, and action steps.

|  | Afterschool Program | School              |
|--|---------------------|---------------------|
| Communication or Collaboration Goals<br>Purpose, what will be gained   |                     |                     |
| Tasks  |                     |                     |
| WHO needs to do<br>WHAT, WHEN  | WHO    WHAT    WHEN | WHO    WHAT    WHEN |
| Check-in and review dates  |                     |                     |
| Next THREE steps and target dates within two weeks (e.g., ask for meeting, do research, get contact information) |                     |                     |



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