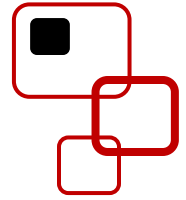


# Advisory/Student Development Checklist



## I. One Month Before:

- Planning meeting
  - Elicit input from Teachers/Students on Advisory topics and activities
- Schedule PD to prep teachers on upcoming Advisory/SD

## II. Two Weeks Before:

- Curriculum Written
- Curriculum Reviewed by at least 2-3 people
- Speakers/Performers/Outside Participants arranged (if necessary)
- Order supplies (if necessary)

## III. 10 Days Before:

- Finalize curriculum
- Finalize teacher pairings (if necessary)
- Finalize Schedule (if different)
- Finalize movement plan (if necessary)
- Put in order for ALL copies to be made (i.e. curriculum, handouts, worksheets, etc.)

## IV. One Week Before

- Email curriculum to ALL staff (put hard copy in mailboxes also if possible)
- Compile Teacher Folders
  - Curriculum
  - Handouts/worksheets
  - Schedule
  - Teacher Pairings
  - Student Evaluations
  - Envelope for Evaluations
  - Other supplies

<b>Contents of Teacher Folder</b>		
Name of Document/Item	Activity Used For	Quantity per Folder

## V. Day of Advisory/SD

- Distribute Teacher Folders/Supplies
- Distribute Schedule (and movement plan if there is one) to ALL Staff, including security and office staff
- Check to see if any teachers are absent to make sure there is coverage for each Advisory class
- Set up box in office for evaluations to be turned into
- Send out Teacher evaluation (surveymonkey.com and/or hard copy)