**English 9 Fall Class Visits**

* Narrow down date to present
* Get approval of dates from Counseling Center Director and English Dept. Chair
* Plan detailed schedule and verify dates are okay with teachers
* Let director, administrative assistants, and assistant principal know of presentations dates
* Identify students in ENL who are NOT in English and plan an additional meeting with these students (include an interpreter in this meeting)
* Use UDL planning sheet and make sure key checkpoints are going to be addressed in presentation
* Meet with UDL coordinator if necessary
* Update PowerPoint and Handouts
* Have student transcripts printed (with sample transcript on back)
* Buy several bags of candy (I used 6-7 bags)
* Reserve 1004B for *all* presentations
* Have teachers pass out transcripts in advance.
* For standard classes, have non-9th graders stay back with the teacher
* Have someone (intern?) walk to English room to walk the class to 1004B
* Set up 1004B in advance (computers/handouts and extra pens/pencils)
* Bring
  + Candy
  + Clicker
  + Computer (w/ PowerPoint ready)
  + Handouts
  + Extra pens/pencils
  + Blue tickets
  + Extra mice
  + Water bottle
  + Heater
  + back up jump drive
  + iPad or extra computer for technology trouble shooting
  + LearnMore magazines
* After presentations
  + Post everything on itsLearning
  + Review surveys
  + Give favorite teachers feedback (and pass that info along to the principals and dept. chairs)
  + Send note out on REMIND letting parents know how to access the presentation