**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