**CHECK-IN CONVERSATION GUIDE**

* Ensure that everything is still in place and that all role players are ready to support the partnership
* Identify and resolve any remaining issues to be resolved before beginning the program

**Goals for this Conversation**

**Who:**

* The partnership coordinator, the partner staff who will be working at your school and any school staff that will be involved in supporting/implementing the partnership.

**Where/How:**

* We strongly recommend having the check-in conversation in-person at the school. Depending on the complexity of the partnership, this may not be necessary and a phone call may suffice.

**What to do after the conversation:**

**What to do before the conversation:**

* Resolve any last-minute issues.
* Send e-mail to partner confirming the start date and any other relevant information and copy in all school staff involved in the program, as well as your principal.

* If the partner has not yet met any school staff that they should know, try to make sure that you can introduce them prior to the partnership beginning.
* If school staff will play a role in implementing/supporting the program, confirm that they are fully-aware of and ready to fulfill their role in implementing the partnership.
* If coordinating the use of space is required, ensure that the appropriate forms have been submitted and approved and that the building engineer is aware of the program's needs.

**SCHOOL:**

**PARTNER ORGANIZATION:**

**DATE:**

**QUESTION #1:**

Has all necessary documentation been submitted and approved (e.g. insurance, legal agreement, clearances)? If not, what is left to submit and when will it be submitted?

**WHY DO WE ASK THIS?**

A partner should not begin operating in your school until they have all of the required documentation in place.

**QUESTION #2:**

**WHY DO WE ASK THIS?**

Sometimes programs will need to hire or relocate staff to support the program at your school. If the partner has not done this yet, you may want to consider moving the start date back.

Have all partner staff been hired/assigned and are they ready to show up on the program start date?

**QUESTION #3:**

Are there any last minute changes to the plan for implementing the program? Are there any remaining things that need to be addressed before the first day of the program?

**WHY DO WE ASK THIS?**

Sometimes these last-minute changes can have a big impact on the start of the program, so it never hurts to double-check.