**Keys to Literacy Follow Up Session – Scheduling Form**

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

District/School:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Training Focus: \_\_\_Key Comprehension \_\_\_Key Vocabulary \_\_\_ Keys to Writing

\_\_\_Close Reading \_\_\_ ANSWER Key to Extended Response

*Note: Identify time for the trainer to meet with the building coaches and administrators.*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ***Times*** | ***Location*** | ***Participants*** | ***Type, Description*** | ***I, We, or You Stage?*** | ***Notes for Trainer*** |
| Session #1 |  |  |  |  |  |
| Session # 2 |  |  |  |  |  |
| Session # 3 |  |  |  |  |  |
|  |  | Trainer’s Lunch | | | |
| Session # 4 |  |  |  |  |  |
| Session # 5 |  |  |  |  |  |
| Session # 6 |  |  |  |  |  |

This form is available at the KTL *Coach and Administrator Resource Center*: http://www.keystoliteracy.com/member-login/