**Keys to Literacy Coach Communication: Shared Google Doc**

**Purpose:** *Use this document to share information, ask questions, or make suggestions related to teacher implementation of KTL. Because it is a shared document, all KTL peer coaches will see each other’s input.*

**How to use this document:**

* *The administrator will review this shared document once a week. If the issue or question is time sensitive, please email the administrator.*
* *If you have ideas, suggestions or answers to something shared by another peer coach, please feel free to respond.*
* *Please indicate your first name after your response or question. Answers/responses should be written in a different color ink.*
* *If you would like to add an additional topic to the left hand side, please feel free to extend this document.*

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| **Agenda items for monthly KTL meetings with administrator** |  |
| **Suggestions for follow up days with KTL trainer**   * things to consider * suggestions * questions |  |
| **Contributions to our KTL Related Blog**   * ideas/suggestions * questions |  |
| **Implementation questions for peer coaches, administrator or KTL trainer** |  |
| **Implementation Successes**   * Teacher triumphs! * Examples of successful lessons or student work * Coach successes |  |
| **Other** |  |