Liaison’s Fall Checklist

* Email information to participants regarding updates, due dates, reminders, surveys.
* Send out Parent Perception and ML Student Perception Pre-surveys to teachers the week of September 11th.
* Talk to teachers to determine dates/times for a Zoom Meeting w/ Presenters for early October.
* Contact Annie ([kuoannie@stanford.edu](mailto:kuoannie@stanford.edu)) or Biz ([biz1biz@gmail.com](mailto:biz1biz@gmail.com)) to set up the Zoom Meeting for your teachers with them.
* Help parents and ML students with their perception surveys and collect these by 9/30/2023.
* Collect the WIDA data from last year and insert data on Excel template.
* Collect District Reading Data (e.g., i-Ready Reading, DIBELS, STAR) from September and insert data on Excel template.
* Create a shared drive (e.g., Office 365, OneNote) for lesson plans, reflections, surveys, and data collection.