

Word of Life - School Checklist for Success

July/August OR Before School Starts

- ☐ Familiarize yourself with the [Word of Life Support Site](#), including [videos](#), [articles](#), and recorded [webinars](#) that will help you get set up for success.
- ☐ Bookmark the Word of Life Digital Resource Library & share with teachers
- ☐ Designate a *Word of Life* Portal Team for the school (second admin, technology lead, etc.)
- ☐ [Set up your School's Word of Life Portal](#)
 - ☐ Accept Admin Invitation via email and invite other admins
 - ☐ Set up classrooms and invite teachers
- ☐ [Schedule a 1 on 1 Coaching session](#) with your Word of Life Curriculum Coach
- ☐ Schedule a group training session for your teachers
 - Options might include:*
 - School leaders can train teachers
 - Your Curriculum Coach can lead a training session for your school via zoom
 - Teachers can attend our September Webinar for School Teachers
- ☐ Download and personalize our [Letter for Parents](#) introducing them to *Word of Life* & create a plan to send it home
- ☐ Set a goal and create a plan for onboarding students and parents to portal classrooms
- ☐ Utilize [training resources](#) to learn more about the portal and curriculum
- ☐ Reach out to your [Word of Life Curriculum Coach](#) with any questions or needs – we are here to journey alongside you and your team all year round.

September/Start of the School Year

- ☐ Send home [Parent Letter](#) if you have not done so yet
- ☐ Onboard students & parents to *Word of Life* portal classrooms if you have not done so yet
- ☐ Remind teachers to register for our Webinar for School Teachers
- ☐ Reach out to your [Word of Life Curriculum Coach](#) with any questions or needs

Fall/Winter

- ☐ Support Teachers by using resources on the support site:
 - [Grade-Level Specific Training Videos](#)
 - [Recorded and Upcoming Webinars](#)
 - [Teacher Resources](#)
- ☐ Visit classrooms to conduct *Word of Life* observations and gather feedback from teachers
- ☐ Connect with your Word of Life Curriculum Coach with any questions or needs
- ☐ Schedule a mid-year Teacher Inservice training for Word of Life if you see fit
 - Note: Our Coaching Team can assist with this by running a training session via zoom

Spring

- ☐ Finish this year off strong!
- ☐ Make plans for next year: Set your dreams and goals based on what worked well this year and what you want to improve for next year.
- ☐ [Schedule a call](#) to check in with your Word of Life Curriculum Coach to plan for next year.