

CHECKLIST FOR SCHOOL ADMINISTRATOR/TEAM COORDINATOR

- Throughout the year update School Map with arts education experiences
- Determine School Right Brain Team membership for school year
- With staff, decide who will attend PD sessions for the year and return RSVP form
- Complete online Right Brain surveys
- With Right Brain Coach, schedule and attend School Right Brain Team Start of Year Meeting
- Team shares school needs with school staff and solicits input on potential arts providers
- Complete Residency Request Form and submit
- Have conversation with potential Teaching Artist
- If using RB funds for subs or staff coordination, please submit a Fund Reservation Form
- Schedule Residency Planning Meeting with Coach and Teaching Artist
- Invite Classroom Teachers to Residency Planning Meeting
- Complete and sign “Arts Services and Fees” form provided by Teaching Artist**
- Finalize residency schedule with Teaching Artist. Submit Residency Schedule Form to Teaching Artist or Coach
- Residencies!
- Support documentation of student learning during residency
- With Coach, schedule and attend the Reflection meeting(s) within approximately two weeks of residency. Coach, Teaching Artist and all participating teachers attend
- With Coach, schedule and attend School Right Brain Team End-of-Year meeting