

### District Value-Added Implementation Readiness Checklist

	Task	Person(s) Responsible	Status
<b>Initial Preparations</b>	Select a person or team to represent your district as the value-added trainer(s) and have them register for a Train-the-Trainer session	Superintendent	
	Identify the person who will have access to the single sign-on portal	Superintendent	
	Sign-up to receive the TLE newsletter ( <a href="http://ok.gov/sde/tle">http://ok.gov/sde/tle</a> )	Superintendent and District Training Lead(s)	
	Attend a Train-the-Trainer session	District Training Lead(s)	
<b>Pre-Training and Report Distribution Planning</b>	Design a detailed training plan to train school-level personnel on value-added measures	District Training Lead(s)	
	Send training plan to the TLE office to post on the TLE website as a resource for other Districts - <i>optional</i>	District Training Lead(s)	
	Determine how the Value-Added Results Reports will be distributed to teachers and administrators	Superintendent and District Training Lead(s)	
	Review the VAM Training PAK (Presentation Assistance Kit) and all sample training materials in the TLE section of the OSDE website to plan training flow and content	District Training Lead(s)	
<b>Training</b>	<p>Pre training:</p> <ul style="list-style-type: none"> <li>Secure a location with a screen and projector</li> <li>Send a reminder email prior to your scheduled training</li> <li>Create a sign-in sheet</li> <li>Print any training materials you plan to use</li> <li>Test to make sure the videos will play on the computer you are using the day of the training (if applicable according to the agenda you have planned)</li> </ul> <p>During training:</p> <ul style="list-style-type: none"> <li>Schedule a break</li> <li>Establish a specific time for questions</li> </ul> <p>Post training:</p> <ul style="list-style-type: none"> <li>Collect the sign-in sheet</li> <li>Distribute and collect the feedback worksheet</li> <li>Evaluate participants' understanding of the training</li> <li>Share contact information for training leads and/or other identified district staff</li> </ul>	District Training Lead(s)	
<b>Post-Training</b>	Distribute Value-Added Results Reports to teachers and administrators	District Training Lead(s)	
	Provide on-going support to teachers and administrators	District Training Lead(s)	