

October 16, 2020

APTT Conference Day Checklist: Please utilize this virtual Wednesday to mainly focus on APTT prep as most of the deadlines are Wednesday/Thursday and APTT is happening Friday, October 23rd, 2020!

- ☐ APTT Parent invite letter created and sent to parents by 5:00 pm Monday October 19th
- ☐ Send your 3 scheduled presentation times as well as if you're presenting individually or as grade level teams single site or grade level teams multi-site (Maybury & Fair). The deadline for this is Monday, October 19th, by 5:00 pm.
- ☐ Identify 1 Foundational Skill to focus on for APTT in ELA & Math: Deadline Tuesday, October 20th 5:00 pm
- ☐ Create Powerpoint/Google Slide Presentation deadline Thursday, October 22nd, 2020 5:00 pm
 1. Create data graph
 2. Provide a random number for each scholar
 3. Lower horizontal line indicates current benchmark
 4. Top horizontal line indicates the end of year benchmark
 5. Copy graph into PowerPoint/Google slides
- ☐ Select and create activities that are aligned to foundational grade level skill. 1 skill for math and 1 skill for ELA. Teams that emailed and requested items for parent at home activity resources, an order has been placed. Every parent needs to be provided with take home materials. To make it convenient, consider using zip-lock bags. Deadline is Thursday, October 22nd, 2020 5:00 pm.
- ☐ Write/type directions for each activity. Directions should be brief, but complete. Place directions in PPT/Google Slides. A printed copy should also be included for the parents take home bag. Deadline of Thursday, October 22nd, 2020 5:00 pm
- ☐ Plan a virtual icebreaker activity that can help build your classroom community. Write directions for virtual activity and include in PPT/GS. Deadline of Wednesday, October 21st, 2020 5:00 pm.
- ☐ Create S.M.A.R.T goal sheet. Write/type out (copy/paste) duplicate goals; one for parent to take home and one for you to keep. Parent's copy goes with take home materials. Deadline of Thursday, October 22nd, 2020 5:00 pm.
- ☐ Create Parent sign in sheet using google forms. Direct parents to sign in and collect critical information such as updated phone number. This happens during APTT so deadline of Friday, October 23rd