

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.
- Designate a *Word of Life* Portal Team for the school (A 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 training your teachers
 - Our Coaching Team running 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 September Webinar for School Teachers
- Reach out to your Word of Life Curriculum Coach with any questions or needs

Fall/Winter

- Remind Teachers to register for our free training sessions:
 - November: Advent Webinar
 - February: Lent Webinar
 - Others TBA
 - Note: Registration links will be available on our support site and emailed out in the weeks leading up to each [webinar/workshop](#)
- 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 & 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.