



# KEYS 2 ACHIEVE LOGISTICS

Keys 2 Achieve is a tool designed to engage scholars directly in their own Achievement Planning. All Coaches teach adult participants to engage their own scholars using the tool. Coaches who are co-located in a school use Keys 2 Achieve directly with some of the scholars on their roster.

## STRUCTURE

- Intro meetings
- Healthy Habits
- Goal Setting
- Progress Monitoring chart
- Elementary, Middle, and High School versions

## LOGISTICS

- Coaches will achievement plan with 5-10 scholars on their roster, per session
- Coches will select high scholar risk scholars (scores, attendance, behavior)
- Coaches will send teacher communication to each identify weekly meeting schedule with scholar (use [Teacher Communication Template](#))
- Coaches are expected to schedule a regular, **weekly** coaching session with each scholar
- Coaches will meet with shoars for 15-30min each session

## TARGET

Session 1 (Oct 1- Jan 20)	Session 2(Feb 1- May 20)
<ul style="list-style-type: none"> <li>• Ascension: 15-30 Scholars</li> <li>• KIPP Legacy: 5-10 scholars</li> <li>• KIPP Northstar: 10-20 scholars</li> <li>• Mastery: 15-30 scholars</li> <li>• NSJ: 15-30 scholars</li> <li>• Henry:10-20 scholars</li> </ul>	<ul style="list-style-type: none"> <li>• Ascension: 15-30 Scholars</li> <li>• KIPP Legacy: 5-10 scholars</li> <li>• KIPP Northstar: 10-20 scholars</li> <li>• Mastery: 15-30 scholars</li> <li>• NSJ: 15-30 scholars</li> <li>• Henry:10-20 scholars</li> </ul>



## NAZ CONNECT DATA

- Consult with school social workers (or designated staff) to identify scholars with high risk factors
- Mastery, Ascension, and KIPP can review the K8-Screening MAP report in iZenda to identify scholar assessment results to select high risk scholars
- Enter notes and log activity for all contacts regarding contact with scholar
- If you are unable to meet with scholar during the set time, note the reason why in NAZ Connect
- Update scholar and parent ROIs as needed