



LITERACY TUTORING LOGISTICS

In August 2020, NAZ conducted a family survey which revealed that parent's top concern is academic support for their scholars. Beginning in November 2020 all NAZ families on a coach roster will be offered FREE virtual literacy tutoring for the remainder of the 2020/2021 school year.

Talking points

- FREE virtual literacy tutoring for scholars K-5
- Tutoring offered through Minnesota Reading Corps and Reading Partners.
- Both literacy partners provide high quality, research-based literacy instruction, an assessment to determine current reading level and tailored instruction that enables the scholars to advance their skills, progress updates to parents and materials to support reading advancement in the home.
- Please review the details for each program as there are some slight differences in services. Specific partner details can be found at the end of this document. They are also currently listed on the portal [Literacy Tutoring Network](#). *Please be aware that if you use the sheet on the portal it includes information about NdCAD - **we are currently NOT recruiting for NdCAD at this time.***
- Incentives for participation include: several new books to expand in-home library. After completing 3 tutoring sessions the family will receive a gift card along with the scholar. After the scholar completes 12 tutoring sessions, they will be entered into a raffle to win an Xbox! The Xbox drawing will take place at the end of the school year.

Logistics

- Coaches will contact all families with eligible scholars (K-5) to inform them of the opportunity and note and log activity as normal including interest level.
 - If a family is interested in participating in the literacy program, the Coach will verify that an active ROI exists between the family and the family's preferred literacy network partner. If the current ROI does not include the appropriate partner or is expired, the Coach will need to initiate an update to the ROI process. The Coach will follow the ROI Checklist process and use the following subject line: *ROI Literacy Update - ID#*. *The literacy partner should be listed on both the adult(s) and scholar(s) roi's*. The goal is to get the ROI updated within 48 hours. *A goal can be entered at this point but the referral will not be sent to the partner agency until the ROI(s) have been updated. The DI Team will be monitoring this. Please follow the highlighted directions belows to set a goal.*
 - Team Manager will send the ROI update to the adult via DocuSign. Once the adult has approved the ROI and it has been updated in NAZ Connect the team manager



will send a ping to the Coach to inform them that the update has been completed as requested.

- Once the ROI has been updated, the Coach will document interest in participation by setting the designated goal and accompanying referral goal step under the scholar if they have not completed this step already. If the goal was already entered, the DI Team will review referrals on a regular basis and send the referral to the partner agency.
 - GOAL CATEGORY: ED - Expanded Learning
 - GOAL: Refer to Literacy Network
 - ADD GOAL STEP:
 1. Referred to Reading Partners
 2. Referred to Minnesota Reading Corps (MRC)

Program Details

- The NAZ data team will be responsible for sending referrals (based on the referral goal) directly to the literacy partners on a regular basis
 - The partners will reach out directly to the family to begin the enrollment process into the specific program.
 - The literacy partner will notify the NAZ Family Achievement Coach directly if there are any issues connecting with the family and /or attendance issues. The family's Coach will work with the family/scholar to improve attendance.

Program Specific Details

MN Reading Corps:

- Provides 1:1 virtual literacy tutoring with a highly trained volunteer
- Volunteers are AmeriCorps members
- 3 sessions per week; each session is approximately 20 mins
- Serves scholars K through 3rd grade (recommend referring K-2nd grade at this time).
- Sessions happen using Google Meet
- Tutoring can be scheduled for daytime, evening or weekend hours
- Program currently partners with Ascension, Mastery, NSJ and other schools across our state

Reading Partners:

- Provides 1:1 virtual literacy tutoring with a highly trained volunteer
- Volunteers are employees of Medtronic and other corporations who support NAZ, as well as members of the community
- 2 sessions per week; each session is 45 mins
- Sessions happen using Zoom (can work with Google Meet as well)
- Serves scholars in grades 2-5 (recommend referring 3-5 grade at this time)
- Tutoring can be scheduled for daytime, evening or weekend hours
- Program currently partners with Ascension and other Minneapolis and St. Paul Schools