



Additional Priority Actions

SCHOOL/EC PLACEMENT & GRADE UPDATES

TARGET

- 100% of current active scholars to have a documented school/EC placement and grade in NAZ LINK for the 2021/2022 school year.

NAZ LINK DATA

- Run the [PA: Missing EC/School Tabs](#) report to see which scholars are missing placement for the upcoming school year.
- Connect with needed families to ensure that all scholars on coach roster have an updated and accurate school/EC placement & grade on record in NAZ LINK.
- Enter notes on the family account and log contact.

How to update in NAZ LINK:

- Update school/EC placement for each scholar that is missing a placement with the appropriate school year.
- Under details you will need to X out the current placement and enter the new placement and grade (history of old placement is automatically saved in the history of the record).
- If there is a school that is not included in the options provided, please ping Ellie or Bill to have this updated.

EMAIL UPDATES

TARGET

- 100% of current active adults (18+) to have an email on file in NAZ LINK.

NAZ LINK DATA

- The Coach Roster report will help you identify adults on your roster who do not have an email on file.



- Connect with family to obtain an updated and accurate email address.
- Enter notes in the family account and log contact.
- Update email in the contact information section of the record.