

Parent Professional Learning Teachback Request Procedure

Procedure

The electronic Teachback Request form is used to ensure that teachbacks are scheduled in a timely manner. Sites requesting a teachback for Peer Health, Peer Literacy, Peer Math and/or Peer Money must submit the completed electronic form at least three (3) weeks prior requested Teachback date.

When the completed electronic form is received, it will be given to the teachback scheduler. The scheduler will review the information and email the family support staff at the site to follow up and provide the name(s) of the parent educator(s) who will present the teachback.

The scheduler will complete the teachback request by updating the teachback tracker, at which time the teachback will become a confirmed event. The information will be placed on the Teachback Tracker (spreadsheet) and monitored by the scheduler to ensure there are no conflicts with dates and times and that all requests are scheduled. It is the responsibility of the site to contact PSESD immediately if the requested teachback is no longer needed.

It is important that all information on the electronic Teachback Request form is complete and that the timeline for requesting the teachback is followed so that the request can be fulfilled.