

Parent Professional Learning Teachback Request Procedure

Procedure

The Teachback Request form is used to ensure that teachbacks for the two peer programs are scheduled in a timely manner. Sites requesting a teachback for either of the peer programs (peer health and peer literacy) must complete the form and fax, email or mail it to Early Learning.

When the completed form is received, it will be given to the teachback scheduler. The scheduler will contact the family support staff at the site to schedule the teachback and provide the name(s) of the parent(s) who will conduct the teachback.

The scheduler will complete the bottom of the teachback request form. The information will be placed on a spreadsheet kept by the scheduler to ensure there are no conflicts with dates and times and that all requests are scheduled.

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