Program timeline for school partners

Below is a general iMentor program-year timeline for high school partners implementing both the 4-Year College Ready and 3-Year College Transition programs. To fully realize the impact of the iMentor program on participating students, collaboration with our school partners is essential. Beyond the components listed below, iMentor aspires to deep programmatic integration within its partner school communities. For more on creating strong school partnerships, see the Maintaining Relationships with Schools (http://partners.imentor.org/help/maintaining-relationships-with-schools) section.

The following timeline represents baseline program components and related program needs as a guideline, and some items are specific to NYC. Through ongoing planning and conversations, program staff and partners will develop and regularly revisit a program implementation plan specific to each site. Discuss with your manager if you have any questions about this timeline or how to discuss it with your school partners.

Time	Program Component	Program Needs
April–June	Onboarding meetings at partner schools *(new partner sites only)*	- Completed School Partner Application (http://partners.imentor.org/help/school-partner-application) - Initial Implementation Plan for upcoming school year - School Logo for iMentor Website
	End-of-Year Meetings (http://partners.imentor.org/help/agenda-template-for-end-of-year-meetings-with-schools) at partner schools *(current partner sites only)*	- Hour-long annual meeting with Principal, iMentor liaison - Initial Implementation Plan for upcoming school year - Completed Partner School End-of-Year Survey (school administrators and teachers) - End-of-year data collection
	Weekly iMentor Class Sessions continue *(current partner sites only)*	- One (1) weekly class period within a core academic subject, advisory or college seminar class for each Mentee during regularly scheduled school hours for iMentor Sessions - Computer lab space or laptops provided for sessions - Teacher(s) collaborates with iMentor Program Coordinator to facilitate class sessions

	Monthly iMentor Events continue *(current partner sites only)*	• Applicable permits in place if event will be held at the school • For on-site school events, School Site will provide three (3) school and support staff personnel.
	Partner School Contracting and Billing	• Partner Schools sign School Site Acknowledgement Letters (*if applicable*) • NYCDOE Work Orders and Invoices for iMentor services processed *(applicable for split annual payments only)*
July–August	Summer Programming (*for returning cohorts only*)	• Updated contact information for returning mentees
	Site Start-Up Meetings at partner sites	• Hour-long annual meeting with Principal, iMentor liaison • Finalized Fall Implementation Plan • Rosters for all enrolled cohorts • Graduation Report from previous school year *(If applicable)*
September	Teacher and College Counselor Orientations (http://partners.imentor.org/help/resources-and-guidelines-for-conducting-teacher-orientation---partner-programs)	• Hour-long meeting scheduled with assigned Teacher(s) to introduce or re-introduce the program, review curriculum and set communication/working-style norms • Hour-long meeting scheduled with College Counselor for relevant cohorts to introduce or re-introduce the program, review curriculum and set communication norms
	School-wide PD presentations	• 15-20 minutes scheduled during staff PD to provide an overview of iMentor (http://partners.imentor.org/help/about-imentor) and our partnership with the school to all staff (ideally) or all staff of enrolled cohorts (at minimum)
		• Parental Consent Forms signed and submitted to PC for all enrolled students (must be completed prior

	Weekly iMentor Class Sessions: Mentee Orientations	• to matching students with a mentor) • One (1) weekly class period within a core academic subject, advisory or college seminar class for each Mentee during regularly scheduled school hours for iMentor Sessions • Computer lab space or laptops provided for sessions • Updated rosters for each iMentor session • Teacher(s) collaborates with iMentor Program Manager to facilitate class sessions • *Suggested:* Grading policy identified for iMentor class sessions
October	Weekly iMentor Class Sessions: Matching and weekly emailing begins	• One (1) weekly class period within a core academic subject, advisory or college seminar class for each Mentee during regularly scheduled school hours for iMentor Sessions • Computer lab space or laptops provided for sessions • Teacher(s) collaborates with iMentor Program Coordinator to facilitate class sessions • "Principal Match Message" sent to school leaders to alert them that mentees have begun to email their mentors and remind them of upcoming kick-off event
	Monthly iMentor Event	• Applicable permits in place if event will be held at the school • For on-site school events, partner site will provide three (3) school and support staff personnel
Nov–Dec	Weekly iMentor Class Sessions continue	• One (1) weekly class period within a core academic subject, advisory or college seminar class for each Mentee during regularly scheduled school hours for iMentor Sessions • Computer lab space or laptops provided for sessions • Teacher(s) collaborates with iMentor Program Coordinator to facilitate class sessions

	Monthly iMentor Events continue	• Applicable permits in place if event will be held at the school • For on-site school events, partner site will provide three (3) school and support staff personnel.
	Partner School Contracting and Billing	• NYCDOE Work Orders and Invoices for iMentor services processed
January	Weekly iMentor Class Sessions continue	• One (1) weekly class period within a core academic subject, advisory or college seminar class for each Mentee during regularly scheduled school hours for iMentor Sessions • Computer lab space or laptops provided for sessions • Teacher(s) collaborates with iMentor Program Coordinator to facilitate class sessions
	Monthly iMentor Events continue	• Applicable permits in place if event will be held at the school • For on-site school events, partner site will provide three (3) school and support staff personnel
	Mid-Year Principal Meetings at partner schools	• Hour-long annual meeting with Principal, iMentor liaison • Finalized Spring Implementation Plan