



GBTLA Saturday School 1st Semester Review Process

The GBTLA relies on principals and other school staff to help implement the Saturday School Program in their cluster. The most successful GBTLA centers are in clusters where principals are actively involved with the program—from before the centers open in the fall until closing ceremonies in the spring. The activities listed below are the key tasks that the GBTLA asks principals to accomplish during the first semester. We hope that by organizing these tasks by month, it will make what is expected a little easier. Please share this with your administrative team to get them involved with the program. Thank you for your ongoing leadership and support!

July–August

- Ensure that GBTLA registration materials have arrived at the school and arrangements have been made for timely distribution and mailing to parents.
- Brief the school administrative team about the GBTLA and make sure everyone knows how to access information about the program.
- Provide school counselors and teachers with program information and encourage them to inform students and their parents.
- Include GBTLA information in the New Parent Packet.

September–October

- Actively promote 12th Grade student enrollment for HSA Bridge support.
- Include information about the GBTLA in the school newsletter, on the Web site, and in other correspondences.
- Meet with the GBTLA Center Director sometime during the first semester.
- Create a link to the GBTLA Web site (www.gbtlearningacademy.org) from your school's Web site.
- Actively recruit tutors (certified teachers) and volunteers for the program through outreach and communication activities.
- Provide newly enrolled students and their parents with information about the mission and benefits of the GBTLA.
- Train the main office staff in how to answer parents' questions about the GBTLA or to direct them to someone who can.
- Develop and implement a process for regular communication with the GBTLA center director.
- Regularly check to see how many students from your school are enrolled in the GBTLA (available on the GBTLA Web site) and implement strategies to increase participation of students in the program.
- Attend the GBTLA Opening Ceremony at your center site and encourage your staff to attend as well.
- Provide information about the GBTLA to the PTA and Parent Council to ensure that they are aware of the academic support that is available for their children.
- Include the GBTLA as a strategy in the School Improvement Plan.
- Ensure that the school counselor and other staff members are aware that middle and high school students can receive SSL hours when they volunteer as tutors in the GBTLA, and that seniors who volunteer are eligible to apply for the GBTLA/Verizon Scholarship.

November–January

- Ensure that teachers and counselors know which students from your school are enrolled in the GBTLA.
- Communicate with parents and students to remind them that the GBTLA operates all year (October–May) and students can enroll at any time throughout the year.
- Review the GBTLA enrollment report for your school on a regular basis and continue to identify students who would benefit from the GBTLA and encourage them to participate.
- Actively promote 12th Grade student enrollment for HSA Bridge support in the second semester.