

## Fall 2025 Implementation Timeline & District Checklist

### April 2025

- ☐ Submit the Florida Tutoring Advantage [Interest Form](#)
- ☐ Attend or review the recording of the Informational Sessions

### May /June

- ☐ Establish communication and support with Florida Tutoring Advantage
  - Designate district point of contact for communication and updates
  - Review district responsibilities for tutoring implementation
  - Attend a District/Florida Tutoring Advantage Kick-Off Meeting
  - Meet with Tutor Partner to discuss tutoring services
- ☐ Prepare for School Board approval
  - Submit Florida Tutoring Advantage agenda items for July School Board Meeting (if required)
    - Secure placement on School Board Agenda –*DSA and MOA Approval*

### July/ Early August

- ☐ Submit signed approved DSA/MOA to UF Lastinger Center
- ☐ Schedule implementation meetings with [Meeting with the Florida Tutoring Advantage Managers](#)
  - *Christine Ellis (Reading) and Tracy Rainey (Mathematics)*
- ☐ Establish district needs for implementation
  - Select students
    - Meet with school-based administrators to review high-impact tutoring
    - Plan for messaging about high-impact tutoring for teachers and families
  - Equipment, staff, materials, tutoring location
  - Tutor credentialing (training, fingerprints, badges, this may vary by districts)
- ☐ Schedule implementation meetings with tutoring vendor partner
  - Meet with district IT to set up platforms and compatibility
  - Roster students for tutoring

### September

- ☐ Launch tutoring implementation
  - Communicate with necessary stakeholders (including parents)
- ☐ Maintain at minimum monthly check-ins with vendor partner and Florida Tutoring Advantage team
  - Establish/ schedule reoccurring meeting with Florida Tutoring Advantage and vendor partner
  - Monitor performance metrics and implement adjustments as needed
  - Celebrate successes