



MICHIGAN INTERNATIONAL PREP SCHOOL



If I am a mentee at MIPS I should get....

Weekly

- **Monday**
 - Google form check in sent via text and google classroom
 - [Weekly Check In Template 1](#)
 - [Weekly Check In Sample 2](#)
 - Mass message (positive message/announcements)
- **Between Monday - Wednesday**
 - Meet with student for weekly check in
 - Set goal with student for the week
 - Help student create schedule if needed
 - ☰ [Weekly Schedule Template](#)
- **Between Thursday - Friday**
 - Call any student you couldn't reach on the first attempt.
(Use all contact methods)
 - Check in on progress of goal and send text/email to student
- **Friday**
 - Make third contact attempt to any student you couldn't reach
 - Send student progress for week and help them to complete goal
 - Acknowledge student wins on Friday - especially if they meet their goal

Bi-weekly

- Progress report sent to guardians
 - This can be video, text screenshot, e-mail, etc...
- Reminder on how to connect with teachers and attempt to connect them

Monthly

- → Go over with student the theme for the month
- Xello check-in/update
- Student/guardian check-in/conference via video

Goal is 80% two way engagement weekly