



## First Day Checklist

### For Independent Learning Support

#### Preparing for the first day:

- Introduce yourself to the parent/guardian via email including your experiences and skills.
- Be prepared to ask questions, such as:
  - Did the student's teacher recommend they work with a mentor?
  - How can I best support your student this year? What is their personality like?
  - Is there anything else I should know to prepare for the first day?
- Prepare an area that is free of distractions (i.e. background noises) where you can conduct your session.
- Read the online safety tips posted by Boston Public Schools.

#### During the first session:

- Get to know the student by asking questions.
- Ask the student about their goals for the mentoring partnership.
- Set boundaries and clear expectations with the student.
  - Set limits with the student regarding communication outside of sessions.
- Decide what you and the student will work on during mentor sessions.
- Keep in mind that recording and taking screenshots or photos is strictly prohibited.

#### After the first session:

- Do a wellness check with the student at the start of every session (i.e. How are you feeling on a scale of 1-10 today?).
- Set up a communication system with the parent/guardian by asking their preferred method of communication.
- Establish with the parent/guardian whether you will communicate weekly or every other week about the student's progress.
- Discuss how you and the parent/guardian will let one another know about schedule changes.

Questions? Contact your Partnerships Manager, or check out our Resources Page at [bostonpartners.org/resources](http://bostonpartners.org/resources) for more detailed support in building mentoring skills. You can also access ILS training materials at <http://bit.ly/BPIEtraining>.