



Start of New Semester Checklist

During semester preparation sessions, a student and their coach have an opportunity to set up a successful semester prior to the pressures and priorities of daily homework and study. Your Just2 coach and student will plan a strategy for the new grading period.

What to bring on the first day of classes of the new semester

- ☐ Backpack (cleared and clean)
- ☐ Accordion Folder/Binder (Students onboarding at the beginning of the semester only, not for mid-semester students)
- ☐ Laptop as appropriate
- ☐ Smartphone (note school/classroom policies regarding phone use)
- ☐ All relevant school materials (notebooks, binders, etc)
- ☐ Snack
- ☐ Bottle of Water
- ☐ Forms that require signatures

What to Bring to Tutoring Sessions

- ☐ Backpack
- ☐ Planner
- ☐ Notebooks, Binders, texts
- ☐ Laptop or tablet
- ☐ Smartphone
- ☐ All Syllabi
- ☐ All Relevant Materials
- ☐ All Passcodes, Contact Info, Online Text Logins

Coaches and Student will Complete, Create and/or Acquire:

- ☐ [Goal sheet](#): Quantitative, Qualitative, Personal
- ☐ Organize Google Drive
- ☐ Apps on Phone: [Google Calendar](#), [Infinite Campus](#), [Schoology](#), [Quizlet](#), [Khan Academy](#), [Google Drive](#), [Unglu](#)
- ☐ Set up tabs on device: ie: school website, Infinite Campus (Part of the initiation of routine when Student does schoolwork at home)
- ☐ Start a new tab [Spring 22] on the previous [CPAL](#)
 - ☐ All relevant course information updated & hyperlinked on CPAL
 - ☐ Infinite Campus and Schoology (Username and Password)
- ☐ Share CPAL with student, parents, Jaz, Mike, Tutor(s), CIC Coaches and Admin via email
- ☐ Confirm contact via [Google Hangouts](#)
- ☐ Class Schedules
 - ☐ times
 - ☐ teachers
 - ☐ Teachers' websites
 - ☐ Create study/HW calendar on Google Calendar share with parents, support@just2tutoring, caz@just2tutoring.com, max@just2tutoring.com and you, the coach
 - ☐ synced calendar with phone and [DIRECTIONS TO SET THIS UP](#)
 - ☐ synced with family calendar
 - ☐ All schoology calendars added to study calendar synced or transferred
 - ☐ SET up Schoology courses on syllabus go to access code to set up the course
 - ☐ Identify counselors
 - Look at school website
- ☐ J2 Schedule
 - ☐ check-in calls
 - ☐ upcoming sessions

- ☐ Athletics, Artistic, Travel, Family Birthdays, Obligations, Part-Time Jobs, Volunteer/Service Hours

Take these surveys

For new students :

<http://www.5lovelanguages.com/profile/teens/identify-their-learning-style-reading-speed>

For Returning and New students : Executive Function survey

https://docs.google.com/forms/d/1ARMqKurvukfGzKCjWU8YvYb0wkcKMwWiLBPqz9q_bMw/edit

Copy/Paste this email to introduce the student to their teachers:

Hello Mr/s.

I hope that your summer was restful.

I am contacting you to introduce myself as a student in your _____ class, period _____. I have created a few goals for this semester which are as follows:

- 1.
- 2.
- 3.

My success in your class is very important to me and I look forward to our working together.

Administrative area

- ☐ Agreement/Plan
- ☐ Semester schedule
- ☐ Release Form
- ☐ Authorization Form
- ☐ Evaluation, Accommodations
- ☐ Birthday on J2 calendar

☐ Contacts shared

☐ CPAL created and shared