

Timeline	Action
July 10	Meeting with Principals and instructional coaches to discuss Panorama
August 26	Meeting with teachers to discuss Panorama
October 1	Notify/remind sta that the Panorama window opens October 8 and that it will close October 17, tell them about incentives
October 8	Panorama survey window opens, send email that it's now open
October 10	Send reminder to get responses in - that they have until end of day on Oct 11 at 5 pm
October 11 at 5 pm	Pull 2 schools who have a 50% or higher response rate
October 15 in morning	Announce winner of 1st drawing, reminder that they'll be a second drawing and survey window closes on Oct 17
October 17 at 5pm	Pull 2 schools who have a 75% or higher response rate, and notify sta window is closed and announce winner of 2nd drawing
October 17	Pull numbers of students (by school) who completed survey by school to give to Jimmy Johns to deliver coupons

October 31	Panorama share data with district and to share with teachers
November 7, 8	Parent Teacher Conferences (use SEL/Panorama hand out, identifying children's growth and strength SEL areas)