



What to Expect from the EarlyBird Adoption Process

The following is an overview of the implementation process with the EarlyBird Customer Success & Training Teams (all meetings are held live, virtually). This also includes assessment and post-assessment process details.

- **Execute Contract and Data Privacy Agreement**
The agreement will be sent to you by EarlyBird and should be forwarded to whomever processes contracts on behalf of your school.
- **Implementation Call**
Call to align on individual school goals, discuss administration best practices, schedule benchmarks, assessment windows, and post assessment one-hour data workshops by grade level.
- **Rostering Call**
Call to discuss rostering options and technical setup.
- **School Administration Workshop (Optional)**
Optional workshop for school leaders to review and understand the EarlyBird data.
- **Training and Launch**
Sixty (60) minute virtual workshop for all EarlyBird users (teachers, literacy specialists, para-professionals, etc.) outlining EarlyBird and best practices for classroom administration.
- **Administer EarlyBird Assessment**
Administer the EarlyBird Assessment at the applicable benchmark periods over the grant period (schools applying for an 18-month grant period will assess at the middle of year and end of year for school year 2023-24, and at the beginning of year, middle of year, and end of year for school year 2024-25. Schools applying to implement EarlyBird during SY24-25 only will assess at the beginning of the year, middle of the year and end of the year). The windows for these assessments are as follows: beginning of year (BOY: Late August-Thanksgiving), middle of year (MOY: Post-Thanksgiving to end of February), and end of year (EOY: March-June).
- **Benchmark Check-ins**
Forty-five (45) minute call conducted with the designated point of contact to review the student literacy assessment data (beginning of year, middle of year, and end of year) before the post-assessment data workshops are conducted with the teachers.
- **Post-Assessment Data Workshops**
One (1) hour data workshops conducted after each assessment/administration window with grade level teams, at the beginning of year, middle of year, and end of year. Workshops provide information on interpreting data to inform instruction for all teachers and staff involved in student interventions.
- **End of Year Debrief**
Forty-five (45) minute call conducted with the designated point of contact and the building principal to revisit previously established goals, discuss goals for upcoming school year, and understand the targeted grades for the upcoming school year.
- **Office Hours with Literacy Specialist**
Weekly office hours, two days per week, available to anyone from your school to get answers to questions related to data, interpreting data, developing instructional plans, grouping students, etc. These are led by an EarlyBird literacy specialist.