

What will we do on Monday?

Use this sheet not only to capture ideas, insights, questions, concerns, or other comments generated during the session, but also to identify specific next steps or actions you will take when you return to your respective offices. Note ideas or insights you heard during the presentation then identify specific ways you will follow up. Consider questions such as:

- Whom will you email or call to share what you learned?
- What resource(s) or information will you access, download, or share?
- How did the session inform your data analysis (related to homework)? What are your next steps?
- What are the connections to other sessions or discussions you've had and how will you follow up?
- What questions might you raise or information might you gather during other sessions in the conference?
- Is there input or assistance you might request from ED?

Your name(s): _____

Your State: _____

Ideas or insights	How will you follow up?	By when?	✓
Example: Presenter referenced a resource available on their website.	-Download the resource. Share and discuss at Wednesday's staff meeting. -Include link in the next <i>Principals Network Newsletter</i> .	-7/12/14 -7/18/14	

Ideas or insights	How will you follow up?	By when?	✓

What position would we like the U.S. Department’s Office of School Turnaround to serve (e.g., facilitate cross State dialogues and lessons learned, technical assistance request): _____

What role would we like the U.S. Department of Education’s funded technical assistance providers to serve (e.g., Center for School Turnaround, Building State Capacity and Productive Center, Regional Center): _____
