

## Success Mentor Getting Started Checklist

\_\_\_ Set up your Google Office Phone Number so that your target students and their families can reach you. More information on how to set this up can be found in your Success Mentor Guide and at [www.nyc.gov/everystudent/successmentors](http://www.nyc.gov/everystudent/successmentors).

\_\_\_ Introduce yourselves to the school staff. Ask your principal to introduce you at an internal school meeting if possible. Ask your supervisory agency to send a letter to the principal with pictures and bios on all of the Success Mentors at your school.

\_\_\_ If you are your team's Platoon Leader (the success mentor liaison between your school's success mentor team, the school administration and the Mayor's Task Force), work with your principal/school team to get your list of target students and create mentor/mentee matches. The school will need to enter these "match lists" in the DOE online data system (called ATS) so that data on these students' attendance can be tracked and shared with you. This data will be used to create the Data Dashboards.

\_\_\_ Review the data on your mentees by looking at their Data Dashboards.

\_\_\_ Gather your mentees as a group in week 1-2; and find time to meet one-on-one during their lunch, breakfast, or a free period.

\_\_\_ If you are working with middle or high school students, distribute to your mentees a "get to know you" survey. Use the survey to learn what your students' talents and interests are. Use those to connect with your students and engage them in school. Sample surveys can be found at [www.nyc.gov/everystudent/successmentors](http://www.nyc.gov/everystudent/successmentors).

\_\_\_ Begin the ongoing task of getting an accurate list of contact phone numbers for your mentees' parents/homes—these will be the numbers you call to alert families when the students are absent from school. (Note: for high school students, these numbers may include the students' cell phone numbers.) Often, the contact information the school has is incorrect, so assume that you will have to do some detective work to get the right contact numbers, and that you will have to do this throughout the school year as phone numbers change. Tips for getting the correct contact information can be found in the Success Mentor Guide.

\_\_\_ Work with your school team to plan the Parent Student Success Summit, an event that takes place during the first 6-8 weeks of school, which is designed to engage mentees' families and help connect them to community resources.

*Remember, more information on all the Getting Started Checklist items can be found in your Success Mentors Guide.*