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Description automatically generated

Arts Integration Partnership and Planning  
Residency Planning Template

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| [Stage 1](#_1._Set_the) ([detail](#_1._Set_the_1)) | |
| **Teaching Artist:**  Name, Email, Phone/Text  Role/Responsibilities |  |
| **Classroom Teacher:**  Name, Email, Phone/Text  Role/Responsibilities |  |
| **Administrator:**  Name, Email, Phone/Text  Role/Responsibilities |  |
| **Arts Integration**  What are the main arts & non-arts concepts at the core of this residency? |  |
| **Arts Integration Residency Summary** (in 500 words or less) |  |
| **Arts Integration Residency Primary Goal/s:** |  |
| **Budget Notes: Who is handling budget? Any funding restrictions?** |  |
| **Culminating event?**  **YES/NO:**  If yes, add notes on details: |  |
| **When are you meeting to plan, check-in, and debrief?** |  |
| [Stage 2](#_2._Get_to) ([detail](#_2._Get_to_1)) | |
| **When can the artist observe a class?** |  |
| **List any classroom strategies, routines, or customs to note:** |  |
| **List the strengths and areas of growth potential of this group of students:** |  |
| [Stage 3](#_3._Finalize_the) ([detail](#_3._Finalize_the_1)) | |
| **Curriculum connections or standards:** |  |
| **Learning outcome 1**  **(Arts)** |  |
| **Learning outcome 2**  **(Non-arts)** |  |
| **Learning outcome 3**  **(SEL)** |  |
| **Any evaluations, surveys, or assessments?** |  |
| **Plans for differentiated instruction:** |  |
| **How will this plan build over the sessions?** Make notes on the progressions from teacher-led to independent student learning |  |
| **Total # of sessions:  # of minutes/session:** |  |
| **Frequency of sessions:** (e.g. twice/week) **Dates:** |  |
| **Supplies/Materials needed? Who will provide them?** |  |
| **Budget details:** How much for artist fees, travel, planning, and supplies? | Example budget$500 - planning stipend 1 Artist & 1 teacher (5 hours x 4 people x $50/hour)$3,000 - Artist fees in-classroom (10 visits x 4 classrooms x $75/hr)$1,500 - supplies costs (2 classes x 30 students x $12.50/student) $300 - transportation to field trip $500 - mileage for artist = 10 $1450 - administrative fees - grant writing/reporting, paycheck processing, scheduling  $7250 TOTAL  ---------------------------------------------------------------------------------------------------- |
| [**Stage**](#_4._Get_Ready:) **4 (**[**detail**](#_4._Get_Ready:_1)**)** | |
| **Any special room setup needed?** Anyone else need to be contacted for this? Media specialist, custodian? |  |
| [Stage 5](#_5._Make_it) ([detail](#_5._Make_it_1)) | |
| **Communication plan:** How often will you keep in touch and provide feedback? In what ways do you prefer to communicate? |  |
| **Residency Day 1 - Outline** |  |
| **Residency Day 2 - Outline** |  |
| **Residency Day 3 - Outline** |  |
| **Residency Day 4 - Outline** |  |
| **Residency Day 5 - Outline** |  |
| [Stage 6](#_6._How_did) ([detail](#_6._How_did_1)) | |
| **When will the debrief happen?** Will it be in-person, phone, or email?  Who will be invited? |  |
| **Accommodations needed.**   1. If multiple grades are involved how will the sessions be adapted for different ages? 2. What accommodations for special needs or other learners being accounted for? |  |

Additional Days Template

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| **Residency Day 6**  **Outline** |  |
| **Residency Day 7**  **Outline** |  |
| **Residency Day 8**  **Outline** |  |
| **Residency Day 9**  **Outline** |  |
| **Residency Day 10**  **Outline** |  |