

Stakeholder	Task	Lead Party	Completion Date
Staff			
	Determine who will communicate updates to staff - PLA will draft documents	TBLA	3/31/16
	Develop FAQ document for staff	PLA	4/8/16
	Provide informal updates to teachers	TBLA	4/8/16
	Provide a formal update to teachers (all-staff meeting)	TBLA	4/15/16
	Implement interview process	PLA	4/29/16
	Provide formal offers to staff	PLA	5/20/16
Families			
	Host parent informational meeting	PLA	3/22/16
	Distribute updates to parents through in-school "Backpack Express"	TBLA	3/31/16
	Distribute a formal letter to parents regarding planned transition - PLA drafts	TBLA	4/1/16
	Develop a FAQ document for parents	PLA	4/8/16
	Review letter distributed to parents with office administrators	TBLA	4/8/16
	Distribute letter to parents stating notice is official (after approval)	TBLA	4/22/16
	Host parent informational meeting	PLA	4/29/16
	Announce partnership at school and community events	TBLA	March-July
	Host parent informational meeting	PLA	5/20/16
	Provide e-newsletter to families	PLA	Monthly
	Host parent informational meeting	PLA	6/20/16
	Issue press release & newsletter to parents encouraging enrollment	PLA	6/21/16
	Host parent orientation prior to school start	PLA	8/4/16
Community			
	Issue press release to community announcing our transition plan	PLA	3/11/16
	Send list of community partners with whom TBLA plans on communicating with to PLA	TBLA	4/15/16
	Send list of community partners with whom PLA plans on communicating with to TBLA	PLA	4/15/16
	Issue press release to community announcing transition upon approval	PLA	4/22/16
	Meet with partners to provide update on PLA/TBLA collaboration and transition	PLA/TBLA	4/29/16
Scholars			
	Distribute updates to students through in-school "Backpack Express"	TBLA	3/31/16
	E-newsletter to students	PLA	Bi-Monthly
	Announce partnership and updates through newsletter and social media	TBLA/PLA	Ongoing
	Host "Back to School Night"	TBLA	8/5/16