**Next Steps – Schools in LEAs without an Existing APTT Program**

Schools in LEAs without an existing APTT Program will need to make a *Request for APTT Participation* to the Georgia Department of Education for training and support during its startup year. The following steps should be taken:

* Discuss your interest to the LEA Federal Programs / Title I Director
* Reach out to your [Family Engagement Specialist](https://www.gadoe.org/School-Improvement/Federal-Programs/Partnerships/Pages/Contact-Us.aspx) (FES) with the Georgia Department of Education (GaDOE) Family-School Partnership Program  (The FES will place interested schools on an “interest list”.  In January of each year, these schools will receive an online *Request to Participate in Georgia’s APTT Partnership Program* for the upcoming school year)
* The school should orient school staff about APTT (link video) and obtain consensus about program participation
* Submit the online *Request to Participate* (Schools will be notified in February, of their selection for participation.  Due to limited resources and personnel, not all schools may be selected for training and support through the GaDOE APTT Partnership Program.  Schools not selected for the upcoming school year will be given priority for the following year.  Schools also have the option of contracting directly with WestEd, the APTT parent company, for training and support in implementing APTT).
* If selected for participation, information about APTT must be included in the LEA Parent and Family Engagement Policy that is submitted with the Consolidated LEA Improvement Plan (CLIP).  For an example of language to be included in the LEA PFEP, please see the sample on the [Family-School Partnership Polices](https://www.gadoe.org/School-Improvement/Federal-Programs/Partnerships/Pages/Policies.aspx) webpage. The LEA Federal Programs Director may also consult with the Title I Area Specialist regarding any budget questions.
* New schools will be matched with a WestEd certified Georgia APTT Trainer. Your LEA and the GaDOE will partner to contract with this trainer to conduct a yearlong training and ongoing support of APTT Startup Implementation for the new school.
* Submit an APTT Implementation Plan via online form (the link will be provided to you by the Family-School Partnership Program).  Submitting this plan connects you with the Georgia APTT Partnership and links the school with resources, support, and on-going communication about APTT in the state.
* Consider visiting a nearby existing APTT school to observe an APTT meeting in progress (link APTT Meeting Observation sheet and map of APTT schools).  Contact your GaDOE Family Engagement Specialist for help in contacting an APTT school to schedule an onsite observation.
* Register for the Initial APTT Day 1 training session
* Continue receiving onsite and virtual training and yearlong support from the contracted APTT Trainer
* Train teachers and begin planning (see planning sheet?)
* Implement the program with fidelity to the model (link model graphic)
* Build strong, lasting relationships with your families that positively impact student academic, as well as social-emotional, achievement