



OVERVIEW OF PLANNING TEMPLATES

Planning Templates are designed as tools for technical assistance providers to use as they engage clients with the recommendations in the *English Learner Practice Guide*. The tools serve several functions:

1. They serve as a way that TA providers and others can translate the information in the Guide into practical policy options that leaders at the state, district, and school levels can implement. The tools identify options that are appropriate for implementation by leaders at different levels.
2. They facilitate TA providers and others opening up a conversation that is comprehensive (i.e., what it takes to implement the coherent set of practices in the Guide), rather than focusing on only one or two strategy ideas.
3. They encourage a systematic consideration of options, identifying what is already in place, what new strategies might be interesting options, and what ideas, while useful in some settings, are not likely to be feasible.
4. They cross-reference existing DWW resources to the specific needs of TA providers and other clients.

The draft Planning Templates are designed for three types of TA providers:

- a. Regional Comprehensive Center staff and others who work directly with State Education Agencies.
- b. State-level School Support Team members and other state-level staff who work directly with Local Education Agencies (districts).
- c. School district staff who work with school administrators and school-level staff in their districts.

In terms of format, the major categories of Areas of Responsibility (e.g., Leadership, Standards and Expectations), are designed to be consistent across topic areas while the entries within each category will vary with the topic of a Practice Guide.