

Early Warning System (EWS) Meeting Agenda

Your School Name Here

Objective: By the end of the meeting, each participant will walk away with a data-driven action plan for supporting one student in the next month.

Agenda

15 min. Launch and Update

- [2 min.] Review the meeting objective
- [6 min. / 3 min. per teacher] In pairs, evaluate action plans from the last meeting.
 - “What are some action steps you’ve tried out?”
 - Look at your EW data to answer the questions, “Does this student still have early warning risk factors?” and “Does this student need an advocate again this cycle?”
- [7 min.] Regroup; each teacher shares a favorite action step and whether the student they advocated for last cycle needs an advocate again and why (using data)

15 min. Review and Match

- [7 min.] Each adult analyzes the EW data to identify 2 students with early warning risk factors
- [8 min] Each adult is assigned to advocate for one student

10 min. Plan and Share Student Supports

- Develop a plan to support each identified student. Ask, “What can we do about this?”

5 min. Pluses/Deltas

- “What did you find helpful or valuable about this meeting?”
- “How can we make the next meeting even better?”