

Quarterly Routine Attendee Planning Sheet Template

Reminder: The purpose of a routine is not to review every piece of data, but rather to celebrate successes, discuss challenges, and define actionable next steps to make meaningful progress toward goals. A routine is an opportunity to have the right people in the room having the right conversation at the right time!

Role	Who will serve in this role?	Contact Information
Leader: School Principal		
Facilitator:		
Analyst:		
Accountable Owners: Implementation Team Leads		

