



] E<Y Q] g<Es +Y[
N]g

¥ E]] Y/shj| Z |

¥ | <G] [j <E|

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/EP/] Yshj| ZhE[kh jPaj| Z dYj| [GOKOPof kl hjQ[hNjg| EP H E|Q[j] dY[[GDkG YE<YQ gEs dY[h

/I E|Q[A• Q gEs 6Q[[G! QhQ[/j<| Z| j

- kQO- kl hjQ[h
 - 7 P< Qs] kghEP]] Yshj| Z 'hNjEkh< GZ QGH j <g k[GYQ gEs<
 - 7 P< Qs] kgdgZ <g] pl g<EPQOQ <Y< G| rdl E| G] gQj| [G G] kjE| Z| hNjgs] kghEP]] Y<g k[G YQ gEs<
 - I Z QGKY] NQ <Y< G| rdl E|<Q[hNjgY<G gPj| <EP| gPjkg [jh< [GNZ Qhj] E|<| [[QEKhp| pQ[[GZ QhQ[h<| Z| j•

<i>Literacy Vision</i>	
<i>Literacy Mission Statement</i>	

/I E|Q[A•]<Y

- kQO- kl hjQ[h
 - 7 P< [g s] kg] pl g<YQ gEs Q<Y<
 -] [hQ ghdl ENEQ <Y] NjgQ<G D[G hKDOj kdh QP| gh| Y<g | gh< [G]l <EP| gdl g]gZ [E
 -]q <g s]k Z| <hkgPjPI dl g]gZ [E] NDG PjPg kOP Q<G AÃ<
 - 7 P< hKDOj kdh<g Z] h Q [I I G] NQ gEs Qj| gdl [jQ[<
 -]q <g s]k <GG hPjPI YQ gEs [GY[Qk<O [I I Gh] NQ gh| Y<g | gh<
 -]q G s]k dY[j] Z| <hkg j| <EP| gdl g]gZ [E D<I G] [s] kgYQ gEs Q<Y<

<i>Goal 1 (Student-Focused)</i>	
<i>Goal 2 (Teacher-Focused)</i>	
<i>Goal 3 (Program-Focused)</i>	



Meeting Schedules

<i>Date</i>	<i>Time</i>	<i>Location</i>	<i>Topic(s)</i>

Success Criteria

<i>What are we doing?</i>	<i>Why are we doing it?</i>	<i>How will we know it worked?</i>



/I E F [A ! < < O Z I [j] E F [+ K

- k O O - k l h j Q [h
 -] g l < E h d l E O E d Y [< G < E j Q O S < g k [G Y Q g E s q P j Q < g s] k g
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 - j Q l Y Q l <
 - d l g h] [# i g h d] [h O Y <
 - g h j k g E h
 - < Y Q Z I [j j] Y Q g E s Q < # i <
 - l p Q [E] N k E E h
 - 7 P l [Q d Y Z I [j Q O Y Q g E s E k g E K Y Z < G < h l h Z I [j h P l] q < g s] k l [h k g Q O
 - < Y Q Z I [j j] E k g [j g h l < E P] [N k [G j Q [h] N g < Q O < G Y [O < O < G Y Q g E s
 - E k Y k g < Y g h d] [h Q [l h
 - E [[l E F [h < E g h E [j l] j < g < h
 - 7 P l [k j O O O Y Q g E s E g l [l g h q P j < g s] k g d Y [h N] g
 - G E O O Q P E j Z d] [l [j h q Y Q Z I < k g G Q l < E P O g G D [G] g h k D O j k d <
 - P l q] N l [E g l [l g h < g < G Q Q l g G
 - d g Q j h Z] [Q g Q O
 - E g l [Q O < G h k d d] g Q O h k G [j h Q k d d l g O g h l N l E j Q l Y <
 - Q j Q d g p l N Z O I I Q O Z I [j < g k [G Y Q g E s P l] q < g s] k •
 - d g p O O] [Q Q O h k d d] g < G E Z Z k [E j Q [j] N Z O h
 - E [h O g P O Q l g h N Z O h < G j P l Q h d l E O E [l l G h] g E P < Y [O h Q g O g G h j] E Z Z k [E j Q [• j l E P]] Y O j g < h d] g < j Q [• l j E <
 - k h Q O E Z Z k [E j Q [Z I j P l G h j P j < E E Z Z] G j l < Y N Z O h
 - Q E K Q O N Z O h Q N E k h Q j k d h < G] j P l g G E h Q [h q Q P j l < E P l g h j k G [j h < G Y < G g h < g k [G
 - h d l E O E d g O g Z h j] < G g h j P l h E P]] Y h Z Q h Q [<
 - N Z O h E j [E g h < D] k j Y Q g E s < E P O l Z I [j <
 - h j k G [j h < j j Q k G h j] q < G g < Q O < G q g Q O
 - j l < E P l g h D l Y O h < D] k j h j k G [j Y Q g E s < G Y < g Q O
 - 7 P l [d Y [[Q O N] g < G d g p O O Y Q g E s Q j l g l [j Q [h N] g h j k O O Q O g < G g h < G q g l g h < g s] k Q E K Q O h d l E O E j Q [h N] g
 - h j k G [j h q Q P G h Y r Q <
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- 7 Pi [dY [[QO] dd] gk [QhN] g [[Q QO] dd N] h] Q [<Yg pl Y dZ I [] N] gY <G gh < [G] i <EPI g r < g s] k QEKGP OdY [h] N] g
 -] [Q QO] g < Q QO < [Ghkdd] g <
 - E] <E P Q O
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Action Plan

<i>Goal</i>	<i>Timeline</i>	<i>Action Steps</i>	<i>Person(s) Responsible</i>	<i>Resources</i>	<i>Evidence of Success</i>



How to Use This Form

- Complete this form for each communication activity.
- Use this form to plan communication activities for your program.
- Use this form to track communication activities over time.
- Use this form to evaluate communication activities.
- Use this form to share information with stakeholders.
- Use this form to report on communication activities.
- Use this form to plan future communication activities.
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- Use this form to evaluate communication activities.
- Use this form to share information with stakeholders.
- Use this form to report on communication activities.
- Use this form to plan future communication activities.

Communication Plan

Stakeholder Group	Plan for Communicating	Timeline



Initial Assessment

- Initial Assessment
 - Initial Assessment
 - /EP]]YZ dg pl ZI [j +Y[
 - <g[EP]] Gdg Q-Z h
 - g h[k g g k Yg E [[I E Q[h
 -] Z Z k [Qs dg Q-Z h
 - YQ ZI [j <Eg h h EP]] Yq QP j PI hshj Z

Initiative Alignment

Other Programs/Initiatives	Connecting to Literacy	Plan to Monitor/Evidence of Success

Initial Assessment /EP]]YZ dg pl ZI [j +Y[<g[EP]] Gdg Q-Z h g h[k g g k Yg E [[I E Q[h] Z Z k [Qs dg Q-Z h YQ ZI [j <Eg h h EP]] Yq QP j PI hshj Z

Initial Assessment /EP]]YZ dg pl ZI [j +Y[<g[EP]] Gdg Q-Z h g h[k g g k Yg E [[I E Q[h] Z Z k [Qs dg Q-Z h YQ ZI [j <Eg h h EP]] Yq QP j PI hshj Z