

# FAMILY FRIENDLY SCHOOLS IMPLEMENTATION TIMELINE

Prichard Committee for Academic Excellence's Family Friendly Schools cohorts launch twice each year, with new groups beginning in **August** and **February**. Schools should complete all pre-launch preparation steps before their selected cohort start date.

<b>MONTH 1 LAUNCH</b>	<ul style="list-style-type: none"><li>● <b>Participate in the Cohort Launch Call</b> with district and school leadership.</li><li>● Review program expectations, timeline, and key milestones for implementation.</li></ul>
<b>MONTH 2 BUILD YOUR TEAM</b>	<ul style="list-style-type: none"><li>● Establish your <b>School Action Team</b>, including school staff, families, and community representatives.</li><li>● Ensure the team reflects a range of perspectives and can guide schoolwide family partnership efforts.</li></ul>
<b>MONTH 3 ASSESS AND PRIORITIZE</b>	<ul style="list-style-type: none"><li>● The School Action Team completes:<ul style="list-style-type: none"><li>- Required professional learning</li><li>- The Family Friendly Schools <b>Self-Assessment</b></li></ul></li><li>● The team then participates in a <b>Reflection Meeting</b> to review results and identify priority areas for growth.</li></ul>
<b>MONTHS 4-10</b> (or longer, depending on your school's starting point)	<p>During this implementation phase, schools focus on continuous improvement by:</p> <ul style="list-style-type: none"><li>● Putting strategies into action and testing new approaches to strengthen family-school partnerships</li><li>● Participating in <b>monthly Best Practice Calls</b> with other national Family Friendly Schools participants</li><li>● Using continuous improvement cycles to reflect, adjust, and strengthen implementation</li><li>● Developing the school's <b>Family Friendly Schools website</b> and conducting internal review before submission</li></ul>
<b>APPLICATION WINDOW</b>	<ul style="list-style-type: none"><li>● Once the school is ready, submit for certification during the annual application window: <b>May 1 – October 1</b></li></ul>
<b>RECOGNITION &amp; CELEBRATION</b>	<ul style="list-style-type: none"><li>● Schools that complete the process are recognized in <b>November</b>, during Family and Community Engagement in Education Week, celebrated nationally the week before Thanksgiving.</li></ul>