

P2SCS Weekly Check-In Resources

The following documents are designed to support facilitators and program staff in conducting effective weekly check-ins with P2SCS participants. These tools can be printed or adapted for digital use.

1. Weekly Check-In Template (Form A)

A one-page structured form that includes space for:

- Student name and date
- Weekly goals and progress
- Challenges or barriers
- Support needs
- Summary notes and next steps

2. Conversation Prompts Guide

A list of suggested open-ended questions facilitators can use to promote reflection and meaningful conversation. Examples include:

- *How are you feeling about your classes this week?*
- *Is there anything you're struggling with academically or personally?*
- *What's one thing you're proud of this week?*
- *What support would help you most right now?*

3. Progress Tracking Log

A running log to help staff monitor trends across check-ins. Includes fields for:

- Academic indicators (e.g., attendance, grades)
- Engagement
- Personal milestones

4. Private Reflection Sheet for Students

A student-facing worksheet that encourages private reflection before or after each check-in. Prompts students to consider:

- Their current goals
- Challenges they are experiencing
- What they hope to gain from the check-in

5. End-of-Term Check-In Summary Report

A tool for summarizing key insights and progress over the term. Includes space for:

- Reviewing goal attainment
- Documenting persistent barriers
- Providing feedback to the program team

Note to Facilitators:

Weekly check-ins should be conducted in a quiet, private setting to maintain trust and confidentiality. These tools are designed to support student agency, identity affirmation, and overall program accountability.