



ERSEA Workshop - Standard Agenda

1801 Robert Fulton Dr, Ste 500
Reston, VA 20191

Day 1 - Tuesday		
8:30-9 AM	Registration	
9:00-9:30 AM	Learning sessions	Welcome
9:30-11:00 AM		Application Pool - Final Approval Process - Customizing application - Criteria Scoring - Reports
11:00-12:00 PM		Discussion Section
12-1 PM	Lunch (included)*	
1:00-3:00 PM	Learning sessions	Pre-application -Setting up the pre-app -Two model process for pre-app -Pre-application Queue
3-4:00 PM		Study Hall**

Day 2 - Wednesday		
9-9:30 AM	Learning sessions	Icebreaker
9:30-11:00 AM		Attendance and Meals -Creating an Attendance Policy -Meal settings -Tardy/Left early settings -Locking attendance -Different ways to track attendance -Outstanding attendance certificates
11-12:00 PM		Focus Group
12-1 PM	Lunch (included)*	
1:00-3:00 PM	Learning sessions	Absenteeism -Setting up triggers -Developing Attendance Plan -Monitoring Absenteeism
3-3:50 PM		Study Hall**

Day 3 - Thursday

9-9:30 AM	Learning sessions	Icebreaker
9:30-11:00 AM		POP and reporting
11-12:00 PM		Focus Group
12-1 PM	Lunch (included)*	
1:00-3:00 PM	Learning sessions	Parent Portal <ul style="list-style-type: none"> - Parent Child Activities - Daily Journal - Parent Collaboration - Documents/Signature request
3-4:00 PM	Study Hall**	Study Hall**(group pictures)

* **Lunch:** Is included! We'll be catering from local restaurants.

** **Study Hall:** Take advantage of being in-office with us! GoEngage team members will be in the room with you, ready to answer questions and help configure your database. Review what you learned today, set up new features for your staff, and start drafting new policies—with immediate, in-person help.