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| Sponsoring Organization (SO) |  |

## Launch Stage

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| **Timeframe** | **Early Literacy Interim Review Step or Activity** |
| 3 months before Launch session | DESE notifies SO of its review timeline* After notification: Appoint review designee
* After notification: Confirm timeline for the review
 |
| March 20XX(specific date based on Doodle Poll) | **Interim Review Cohort Launch Session (virtual)*** Review designee and up to 5 team members attend session
* DESE specialist will schedule virtual meeting and send calendar invite
* DESE specialist will share [Early Literacy Matrix](https://www.doe.mass.edu/edprep/review/toolkit/informal/early-literacy-matrix.docx)

**After Launch Session, start working on:*** Launch Worksheet
* Early Literacy Matrix
* Program Overview
* Candidate Artifacts
* Required Documents
* Coordination with DESE on early literacy course observation
* Survey recruitment

**Due date: ENTER DUE DATE (12 weeks after Launch Session)** |

## Initial Inquiry Stage

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| **Timeframe** | **Early Literacy Interim Review Step or Activity** |
| By April 1, 20XX | DESE will share survey links and template language for recruitment |
| 8 weeks before Focus Group & Interview Days | **Initial Inquiry Technical Assistance (TA) Call*** DESE specialist will schedule virtual meeting to discuss focus groups, interviews, and observations

**After TA Call, start working on:** * SO-approved focus group and interview day schedule

**Due date: ENTER DUE DATE (10 business days after TA Call 3 or sooner)** |
| August/September | DESE approves focus group and interview day schedule and sends survey links**After DESE approval, start working on:*** Focus group recruitment
* DESE specialist will schedule 20 minute virtual Pre-Observation Meeting and send calendar invite
* Course Observations

**As recruitment progresses, start documenting:*** Evidence of recruitment
* List of anticipated focus group participants

**Evidence of recruitment and list of anticipated focus group participants due date: ENTER DUE DATE – 2 weeks before focus groups** |
| September 15, 20XX | Stakeholder Surveys Close |
| Month 13 | Focus Group and Interview Days (1-3 days)* Stakeholders participate in focus groups and interviews
 |

## Follow Up Inquiry Stage

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| **Timeframe** | **Early Literacy Interim Review Step or Activity** |
| No later than one month after the focus group/intervein days | **Follow-Up Inquiry Technical Assistance Call*** DESE specialist will schedule virtual meeting to review the targeted submission worksheets and additional requests for the Follow-Up Inquiry submission

**After TA Call, start working on:*** Targeted submission worksheets
* Requested documents or artifacts

**Due date: ENTER DUE DATE (12 weeks after TA Call)** |

## Determination Stage

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| **Timeframe** | **Early Literacy Interim Review Step or Activity** |
| May/June | DESE issues Factual Accuracy draft report**After receiving Factual Accuracy draft report, start working on:*** Identifying any factual inaccuracies in draft report

**Due date: ENTER DUE DATE (10 business days after FA draft released)** |
| By June 30, 20XX | DESE issues Final Approval Status and Report  |