

---

## MEMORANDUM

TO: Vermont Superintendents & Independent School Heads  
FROM: Jess DeCarolis, Division Director, Student Pathways Division  
SUBJECT: Early Warning Systems Professional Learning Opportunity  
DATE: August 9, 2023

---

### Purpose

The Vermont Agency of Education (AOE) will host a new professional learning series beginning in fall 2023 to help Supervisory Unions/Supervisory Districts (SU/SD) develop and implement early warning systems. An early warning system is intended to help SU/SDs identify those students needing additional support and detect school/district data patterns regarding the need for support, to inform student interventions and system-wide decision-making. (The U.S. Department of Education's [Issue Brief: Early Warning Systems](#) provides more information).

Please complete [this survey](#) to help us tailor the professional learning series. We aim to provide the most value to participants as they design or improve an early warning system to meet the needs of the students and families in their community. Please forward the survey to potential workshop participants and knowledgeable staff within your systems.

Workshop participants should include educators and staff who serve in any of the roles listed below. We hope to have at least 2-3 responses from each interested SU/SD. Answers are confidential and will only be reported to the AOE in aggregate form.

This survey should take about 15-20 minutes to complete, and no prior knowledge of early warning systems is required. Please submit all responses by August 25. Thank you for your interest and we welcome your participation.

### Potential Roles and Responsibilities Related to Early Warning Systems

- **Superintendent:** Helps SU/SDs to identify design team, considers public and stakeholder engagement and reviews/approves district intervention strategies.



- **District Administrator:** Helps lead design team/executive sponsor of early warning system, analyzes mapping between indicators and interventions available and develops district intervention strategies.
- **School Administrator:** Sets school goals and guides the use of the early warning system by teachers, counselors and others.
- **Instructional Coach, Data Coach, Technology Specialist:** Helps team interpret data and identifies appropriate professional development.
- **Classroom Teachers, Counselors, Instructional Support Staff:** Uses the early warning system to identify student needs and provide appropriate interventions; inputs observations/student-level data.
- **Data Coordinator, Data Manager, System Administrator, IT Director, Ed Tech Director:** Collaborates on report structures, builds reports and updates data; reviews data quality; manages IT infrastructure.

*(List of roles was adapted from Regional Educational Lab Mid-Atlantic)*