



COMMUNITY PARTNERSHIP ENGAGEMENT QUICK START GUIDE

PARTNERSHIP BUILDING CHECKLIST



Staff can utilize this checklist to begin identifying the community resource needs within their school and corporation. This is not a comprehensive list, but may be used as a suggested starting point.

STEPS TO INITIATE COMMUNITY PARTNER ENGAGEMENT

- Identify key staff to lead the initiative and serve as a point of contact for community partner communication.
- Interview or survey school staff, families, and community members to determine the areas in need of community assistance within a school. The following are examples of community needs to consider:
 - Mental Health Support
 - Medical/Dental Care
 - Addiction and Substance Abuse Care
 - Utilities/Housing Stability
 - Eyeglass Access
 - Childcare Services and Support
 - Food/Nutrition Access
 - Job Security
 - Student Academic Assistance
 - Laundry/Clothing Access
 - Transportation
 - Other Local Needs
- Identify top priorities for the community and how the school corporation can assist. Schools should determine what is feasible for the school to manage and consider if there is a need to outsource additional needs.
- Research and develop a list of community organizations and businesses that would be good potential partners for supporting with the identified top community priorities. Contact these organizations.
- Research and contact nearby businesses and universities to partner with. Collaborate on providing students with opportunities to apply skills they have learned in class through a real-world experience (e.g. internships, shadow day, career day, lunch-and-learn). This could initiate long-term community partnerships.

Contacts

The following IDOE offices are available to assist this work. Reach out and connect with the team that most fits your needs.

Office of Student Support & Accessibility

For inquiries related to supporting educators who work with specialized populations, contact ossa@doe.in.gov.

Office of Student, School, & Family Engagement

For inquiries regarding school counseling, guidance, psychology, and social work, contact engagement@doe.in.gov.

Office of Student Pathways

For inquiries regarding homeless education support, contact studentpathways@doe.in.gov.

Additional IDOE Quick Start Guides:

IDOE provides separate Special Education, English Learner, and Specialized Populations Quick Start Guides on IDOE's [OSSA webpage](#).

For inquiries related to foster youth, please contact fosteryouth@doe.in.gov.

