10 Steps to Service Learning

Before entering cooperating school:

1. Read Letter of Acknowledgement and send confirmation email to instructor.
2. Complete fingerprinting forms. Send forms to DOE. Call to set up appointment.
3. View AAT service learning partner schools web site.
5. Email initial contact letter to school and instructor (cc).

Upon being invited to cooperating school:

6. Review service learning assignment. Instructor will provide further support.
7. Setup initial meeting with teacher & complete initial meeting report.
8. Complete service learning assignment & fill out service learning verification form.
9. Submit questionnaire form online.
10. Send thank you letter to cooperating school and teacher.