



Congratulations! Your school or district is on the way to starting with PLTW. Follow the checklist below to help ensure your school is registered and has access! *Note: Red text indicates steps required for newly awarded grant schools*

- If your district or school is not already registered with PLTW, please complete this step as soon as possible. Please visit the [PLTW Get Started page](#) for detailed information on this process.
- Once registered, sign **PLTW Terms and Conditions Agreement**. It will be emailed via DocuSign one or two business days after your school is registered (to the Program Coordinator identified during the registration process)
- Your grant agreement(s) will be emailed to the **primary grant contact** via DocuSign. Schools will receive their agreements by July 1. This agreement will include full details of your grant, allowable expenses, spending timelines and financial reporting requirements.
 - a. **Primary Grant Contact** Receives grant agreement and grant task reminders. Can view submitted applications for awarded grants. Can complete W-9 grant task and grant reporting.
 - b. **Secondary Grant Contact** Receive grant task reminders, can submit reports, and view applications
- As soon as possible, return your **grant agreement via DocuSign**.
- Upload a copy of your district's W-9 (Your grant registrant will log into their myPLTW account, click on the Grants icon, then Awarded Grants, then Manage Grant to access the link to upload W-9)
- Grant fiscal certification** may be required for your grant. If required, instructions will be sent after you receive your grant agreement and should be shared with your finance/grant administrator. *Does not apply to Launch grants*
- Ensure teachers create myPLTW** accounts and request that the district's Program Coordinator invite them to the school/site account.
 - a. **Program Coordinator (PC)**: Can see awarded grants. Responsible for overall account, site, and classroom mgmt and serves as the primary point of contact. This role is authorized to add/remove sites and programs, select Site Coordinators, manage users, and complete annual renewal forms and participation surveys. Each account is required to have two PCs. We recommend at least one PC be at the district level.
 - b. **Site Coordinator (SC)**: Can see awarded grants. Responsible for day-to-day implementation and mgmt of PLTW programs at a specific school. Each school is required to have at least one Site Coordinator and may have up to 2.
 - c. **Teacher**: Responsible for classroom management including managing student users, accessing course curriculum, and administering End-of-Course (EoC) assessments
 - d. **General User**: Supports PLTW program operations (e.g., IT, purchasing agents, grant managers)
- Have teachers review the **summer training schedule** [here](#) and register for PLTW Core Training. Teachers must be joined to a school site to use a PO or payment guarantee to register.
- Ensure your IT department adds PLTW to your networks **allow list** to ensure you can access PLTW websites and receive important communications. For a complete list: [click here](#)
- Provide this link to your IT team for info on Software requirements, installations, and downloads: [Software](#)
- Order equipment and supplies**
 - a. Check out the PLTW store and [kit lists](#) to understand what is needed for each course
 - b. See what you already have locally to cut down on duplicative orders
 - c. Ask your teachers what they want/need – note that not all materials are required
- Complete this [schedule/planning form](#) through Mass STEM Hub so we can help you with implementation next year and plan student and educator opportunities accordingly (e.g., industry connections, teacher networking and PD)
- Keep an eye out for an update from WPI with **summer core training supports** and a **fall conference save the date**

Questions? We are here to help!

Sign up for office hours where we can answer questions, help register for training or talk through your schedule.

May 19 @ 2pm --- June 1 @ 3pm --- June 8 @ 2:30pm

[Sign up here](#)