

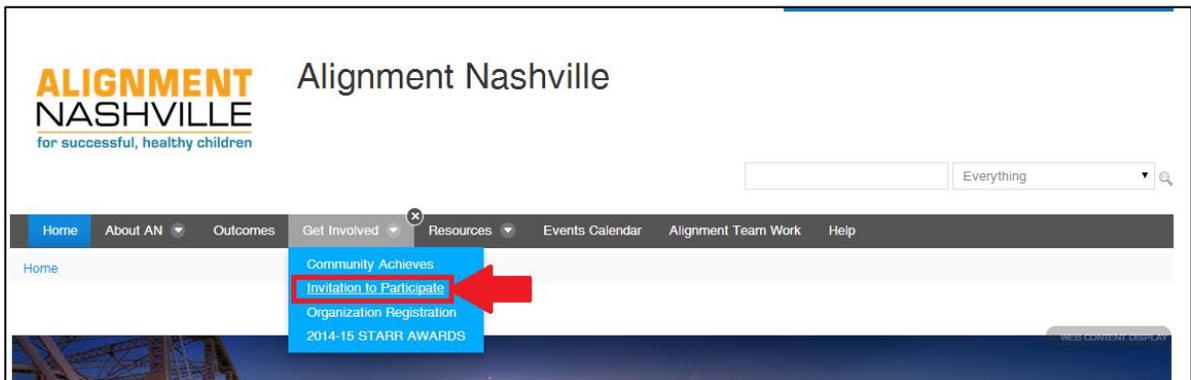


## Alignment USA ComCo Portal Knowledge Base

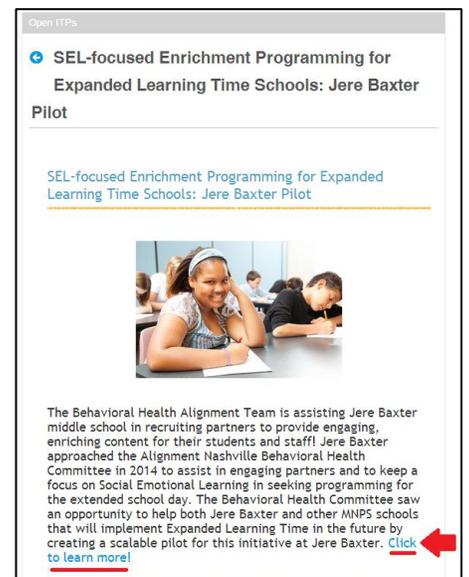
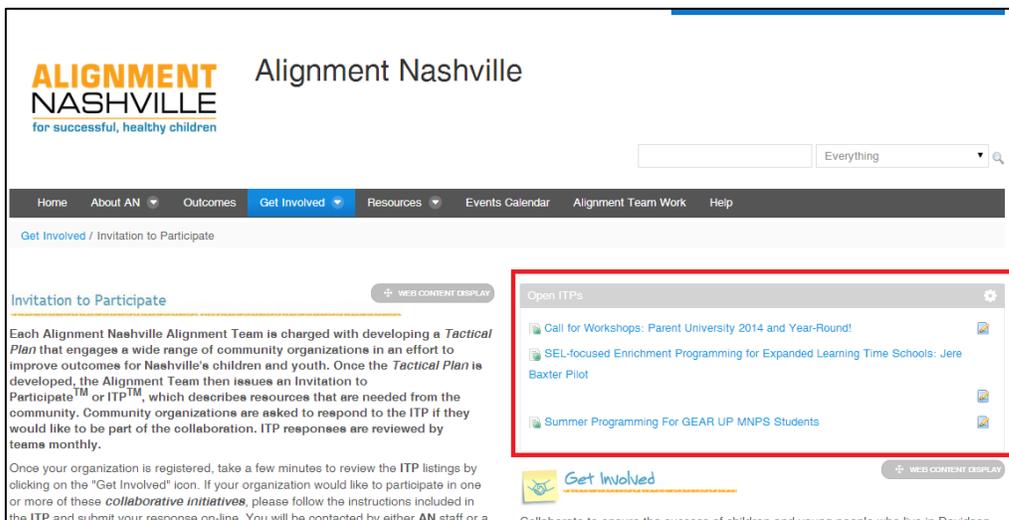
### How to Respond to an ITP

Before an individual can respond to an ITP, they must have a registered user account and register their organization on ComCo.

On the Alignment Nashville website, under the Get Involved tab, click on Invitation to Participate to see a list of current ITPs.



A list of Open ITPs will be on the right side of the screen. Click on the name of the ITP for more information. A short description of the ITP will be displayed. If the ITP is of interest to you and your organization, follow the link in the description for full details and to respond to the ITP.





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The ITP page will provide a background on the ITP and what services are needed from the community. Continue to scroll down the page for more useful information. If you are ready to respond to the ITP, click on the **Respond to this Invitation to Participate** button.

Home About AN Outcomes **Get Involved** Resources Events Calendar Alignment Team Work Help

Get Involved / Invitation to Participate / Jere Baxter ELT ITP

### SEL-Focused Enrichment Programming for Expanded Learning Time Schools: Jere Baxter Pilot

Invitation to Participate™

Alignment Nashville Behavioral Health Team

Alignment Team Vision: All children in Nashville are mentally healthy.

[Respond to this Invitation To Participate™](#)

#### BACKGROUND

Jere Baxter Middle School, as part of the MNPS Innovation Zone and with the assistance of the National Center On Time & Learning, plans to begin expanding its school day starting in the 2014-15 academic year by introducing six (6) 70-minute extended school days throughout the year. Jere Baxter intends to engage business and community partners to provide enrichment classes for students and professional development for teachers with this extra learning time.

#### SERVICES NEEDED FROM THE COMMUNITY:

Jere Baxter approached the Alignment Nashville Behavioral Health Committee in 2014 to assist in engaging partners and to keep a focus on Social Emotional Learning in seeking programming for the extended school day. The Behavioral Health Committee saw an opportunity to help both Jere Baxter and other MNPS schools that will implement Expanded Learning Time in the future by creating a scalable pilot for this initiative at Jere Baxter. The pilot will include:

- An *Adult Learners* (teachers/administrators) partner-engagement plan that engages partners in Nashville to provide SEL education and SEL-focused professional development to equip school staff with the tools to accurately model SEL-informed behaviors to students.

To respond to the ITP, select which organization you will be responding on behalf of from the Organization drop-down menu, and fill out all response form questions. When finished, click the **Submit for Approval** button at the bottom of the screen. If you belong to more than one organization, and wish to respond on behalf of another organization, click the blue **New Submission** link in the top left corner.

To respond to an ITP, you must be a registered user and a member of a registered organization.  
[Click here](#) to create an account and become a registered user. To register an organization, [click here](#).

### Expanded Learning Time/SEL Programming Tactical Plan

Organization [New submission](#)

RG Test

Organization (Required)  
Test

Address/City/State/Zip (Required)  
Test

Phone (Required)  
Test

Contact person (Required)  
Test

Email (Required)  
Test

Please describe your organization's field or area of expertise. (Required)  
Test

Has your organization worked in Metro Schools before? Please describe. (Required)  
Test



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If you are not signed in to your ComCo account, you will get a prompt to log in before the ITP response form can be completed. Click on any of the links to log into your account and respond to the ITP.

The screenshot shows a web page with a dark navigation bar at the top containing links: Home, About AN, Outcomes, Get Involved, Resources, Events Calendar, Alignment Team Work, and Help. Below the navigation bar is a breadcrumb trail: Get Involved / Invitation to Participate / ITP Response Form. The main content area features a yellow text prompt: "To respond to an ITP, you must be a registered user and a member of a registered organization." Below this prompt are two blue links: "Click here to create an account and become a registered user." and "To register an organization, click here." Below the prompt and links are two section headers: "Expanded Learning Time/SEL Programming Tactical Plan" and "Response Form Questions". Under the "Response Form Questions" header is a light blue bar containing a blue link: "Click here to login." Three red circles are drawn around the two links in the yellow prompt and the link in the light blue bar.