
**MSEA
Center for Affiliates and Advocacy
School Quality**

PROCESS FOR ACCESSING SCHOOL QUALITY PROGRAMS

Local affiliates requesting assistance from MSEA with School Quality (SQ) programs and trainings should proceed as follows:

1. Email or call the School Quality manager to discuss the available programs and training options. The SQ manager may share how the local affiliate can promote this professional development as an opportunity to:
 - Recruit and retain members
 - Build a stronger local
 - Organize around education reform and School Quality issues
2. Once a local decision is made about which program or training will be offered, the following information should be submitted to the SQ manager:
 - A tentative date/time, which is at least six weeks in advance
 - Estimated number of member participants
 - Desired location of the training/program
 - Name of the local contact person if other than the local president or UniServ Director
3. The decision to deliver any professional development to locals and other groups is based on the following criteria:
 - The date/time frame requested
 - Capacity and availability of the SQ staff and others
 - Available resources
 - Minimum of 15 confirmed participants
4. The SQ manager will assign a School Quality organizational specialist to work directly with the local president and/or UniServ Director.

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