

High-Impact Tutoring Implementation Guide

A 4-Part Strategic
Framework for District-Wide
Academic Improvement



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The Blueprint for Execution: Implementation and Operations Guide

A successful high-impact tutoring program requires careful planning, strategic execution, and a focus on measurable outcomes. This guide supports district and school teams responsible for launching and managing a high-impact tutoring program. It translates strategy into execution, outlining timelines, roles, scheduling models, platform usage, and family engagement best practices required to deliver consistent, high-quality tutoring at scale.

By incorporating the following best practices into your blueprint, your district can deliver a program that achieves both immediate results and long-term success.



Establish Uncompromising Standards for High-Impact Tutoring

Not all tutoring is effective. To drive real academic progress, programs must follow research-backed standards. K12 Tutoring's model is built on these principles, helping your district implement them with precision. High-quality instruction aligned with state and district standards is essential, supported by tutors equipped with the training, resources, and tools to foster impactful learning.

Our research-based standards include:

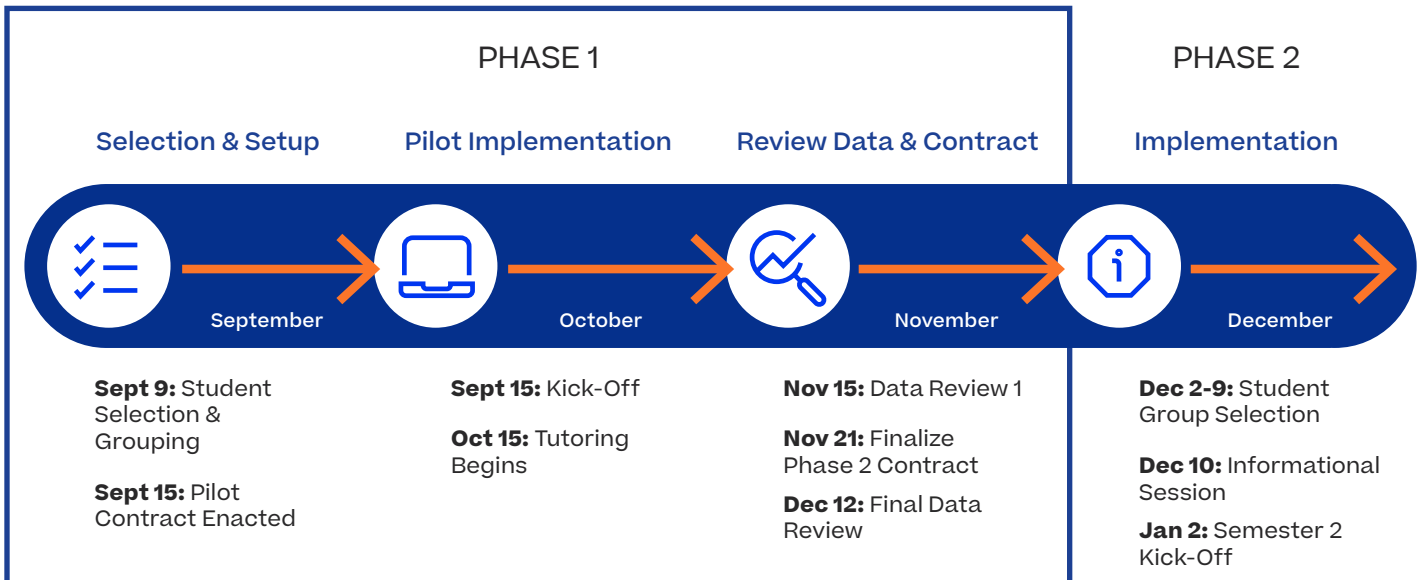
- **Frequency and Duration:** Effective tutoring requires consistent engagement. Sessions can occur up to 3 times per week for at least 10 weeks, strengthening skills and providing iterative feedback.
- **Student-to-Tutor Ratio:** Small group tutoring (3–5 students per tutor) ensures personalized attention and targeted support for accelerated learning.
- **800+ Certified Tutors:** All tutoring is delivered by state-certified educators trained in high-impact strategies to support students and complement classroom instruction. These background-checked tutors have proven experience in classrooms and online environments, with expertise in Science of Reading instruction. Multilingual educators also support diverse learners, including ELL and SPED students.
- **Aligned Curriculum:** Instructional materials align with district curriculum, state standards, and classroom teacher curriculum, ensuring seamless support for academic goals.
- **Professional Development:** Tutors receive ongoing training through K12's PD Center, expert coaching, and peer collaboration, guaranteeing measurable growth for every student.
- **Scheduling Flexibility:** Sessions are integrated into the school day during WIN blocks, intervention periods, or after-school programs, eliminating barriers like transportation or scheduling conflicts.

“What sold me on it was the live tutors. There are all kinds of programs out there for sale. A lot of those programs require students to work on their own. But some students don't always stay connected without a live person. Also, you can't ask a question.

Rebecah Smith – Middle School Principal

High-Level Phases for Implementation with a Pilot Program

Implementing a successful tutoring program requires careful planning and structured execution. Below is a sample breakdown of the phased approach to ensure your district achieves measurable results:

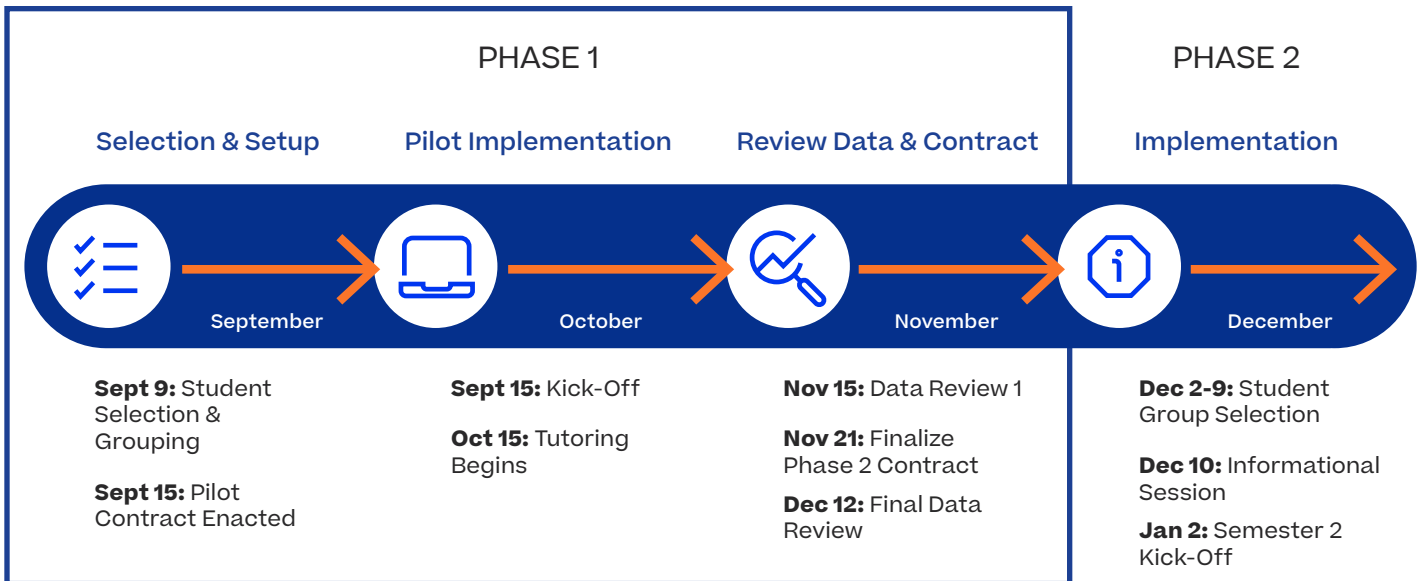


PHASE 1: Selection & Setup (September)

- Sept 9: Student Selection and Grouping**
Identify students who will benefit most from the tutoring program based on academic performance data, teacher recommendations, and district priorities. Group students strategically to ensure optimal learning outcomes.
- Sept 15: Pilot Contract Enacted**
Confirm pilot contract agreements to define program scope, objectives, and timelines. Begin coordination with K12 Tutoring to prepare for a seamless launch.

Pilot Implementation (October)

- Sept 15: Kick-Off**
Host an initial kick-off meeting with key district stakeholders and the K12 Tutoring team to review implementation plans, timelines, and roles.
- Oct 15: Tutoring Begins**
Launch tutoring sessions with certified educators, ensuring groups meet regularly as defined in the pilot scope. Monitor initial student engagement closely.



Review Data and Contract (November)

- Nov 15: Data Review 1**
Conduct a preliminary review of student progress using data provided by K12 Tutoring. This includes attendance, participation, and academic progress metrics.
- Nov 21: Finalize Phase 2 Contract**
Based on pilot success and key findings, finalize the contract for broader program implementation in Semester 2.
- Dec 12: Final Data Review**
Hold a comprehensive data review session to assess the impact of the pilot program and identify areas for improvement prior to scaling the program.

PHASE 2: Implementation (December)

- Dec 2-9: Student Group Selection**
Expand student selection and grouping efforts based on refined criteria to prepare for a full program rollout in Semester 2.
- Dec 10: Informational Session**
Host an informational session for educators, administrators, and parents to ensure transparency and readiness for full implementation.
- Jan 2: Semester 2 Kick-Off**
Launch the expanded program, incorporating insights and adjustments from the pilot phase. This phase focuses on scalability and continued progress monitoring.

By following these phases, your district can ensure a methodical, data-driven approach to addressing learning gaps and achieving long-term academic improvements.



The Implementation Plan: A Step-by-Step Guide to Launch

With a solid plan in place, the focus shifts to execution. Our team works hand-in-hand with your district to ensure a smooth and successful launch, guided by our phased implementation process.

Step 1: Finalizing the Partnership and Logistics (3-6 Weeks Before Launch)

- **Defining Roles and Responsibilities:** During our Strategic Kickoff, the K12 Tutoring Customer Success team will align with your District Coordinator on all responsibilities. This includes confirming rostering data, scheduling information, and establishing workflows for program management.
- **Establishing Communication Protocols:** We create a clear communication plan with a regular cadence for updates, check-ins, and support between K12 Tutoring and district staff. This ensures all stakeholders are informed and aligned.
- **Technical Integration and System Access:** We provide seamless integration with platforms like ClassLink and Canvas for rostering and single sign-on (SSO). Our implementation team ensures all necessary staff have access to the K12 Tutoring platform and receive appropriate training.



Step 2: Engaging Stakeholders for Program Buy-In (1-3 Weeks Before Launch)

- **Communicating the Vision to School Boards, Principals, and Teachers:** Present the program's goals, structure, and benefits. It is critical to emphasize that tutoring is a support system designed to reinforce—not replace—classroom instruction. Principals play a key role in championing the program and coordinating building-level logistics.
- **Engaging Parents and Students:** Utilize our customizable parent communication templates to inform families about the program. A clear message that explains the purpose, logistics, and expectations builds trust and encourages participation. We can also support an optional virtual or in-person parent/student information session to build awareness and answer questions.
- **The Role of the Classroom Teacher:** Teachers are key partners. Our platform allows for direct communication between teachers and tutors, enabling teachers to provide direction on instructional focus and pacing. This ensures tutors act as a true extension of the classroom.

Step 3: Student Onboarding and Program Kickoff

- **Finalizing Student Rosters and Tutoring Schedules:** Your District Coordinator works with our team to finalize student lists and create recurring, predictable tutoring schedules. For high-dosage models, we provide scheduling templates to streamline this process.
- **The Student and Parent Welcome Process:** Students and parents receive clear instructions and Quick Start Guides on how to log in, view schedules, and access support resources, ensuring a smooth first experience.
- **Launch Day:** The first tutoring sessions commence. Our team closely monitors initial sessions and provides active support to ensure a positive and effective experience for all students and staff.





Integration Strategies

1. In-School Integration

- **Pull-Out Model:** Students leave non-core classes (e.g., electives, study hall) for tutoring.
- **Push-In Model:** Tutors provide support during classroom instruction.
- **Advisory/Intervention Periods:** Use built-in periods for focused academic support.

2. Before/After School

- Coordinate with transportation and family schedules.
- Offer snacks or incentives to encourage attendance.
- Ideal for students needing extra instructional time without missing core lessons.

3. Virtual Integration

- Use flexible scheduling for remote sessions.
- Ensure students have login support and quiet spaces for virtual learning.



Best Practices for Scheduling

To maximize tutoring impact, consistency and strategic scheduling are key:

- **Prioritize consistency:** Schedule sessions on the same days and times each week to build a routine.
- **Group students by needs:** Organize small group sessions by similar academic goals for focused instruction.
- **Collaborate with teachers:** Align tutoring with classroom instruction for better outcomes.
- **Monitor attendance and engagement:** Adjust schedules based on student participation and progress.

Sample Tutoring Schedule: High-Dosage Model (3x/week)

- **8:00–8:30 AM Morning Tutoring Block:** Before school; ideal for 1:1 or small groups.
- **10:00–10:30 AM Pull-Out Tutoring:** During non-core classes (e.g., electives); coordinated with teachers.
- **12:30–1:00 PM Lunch Tutoring:** Optional; great for motivated students or extra catch-up sessions.
- **3:00–3:30 PM After-School Tutoring:** Popular option; flexible for families and staff.



Inside a Typical Tutoring Session

- **Live, On-Camera Learning:** Certified teachers lead engaging, face-to-face virtual sessions for a personalized experience.
- **Structured Time Blocks:** Sessions last 30–60 minutes and align with school schedules.
- **Aligned & Targeted:** Lessons reinforce state standards and address specific skills based on student needs.
- **Small-Group or 1:1 Instruction:** Instruction is tailored for small groups (3–5 students) or individual students to ensure focus and customized support.
- **Actionable Reporting:** Teachers and administrators receive session summaries with recommendations for next steps.
- **Progress Monitoring:** Regular checks ensure alignment with district benchmarks and enable data-driven adjustments.

Key Features of the K12 Tutoring Platform

Built for flexibility, ease of use, and measurable outcomes, the K12 Tutoring platform provides tools to ensure student success:

- **User-Friendly Interface:** Intuitive design allows quick onboarding and clear data organization.
- **Flexible Scheduling:** On-demand or recurring sessions fit seamlessly into school schedules.
- **Interactive Virtual Classroom:** Live instruction, digital whiteboards, quizzes, and feedback tools create engaging sessions.
- **Progress Tracking:** Real-time insights on student growth and program impact are available via dashboards.
- **Communication Tools:** Built-in messaging connects tutors and teachers, with instant summaries after each session.

Leverage K12 Tutoring for Seamless Design and Implementation

Implementing a high-impact tutoring program can be complex, but K12 Tutoring simplifies the process with end-to-end support. Our partnership delivers immediate value through:

- **Strategic Support:** A dedicated Customer Success team guides every step, from design to daily operations.
- **Certified Tutors & Aligned Materials:** We provide certified educators and standards-aligned curriculum, solving common challenges like staffing and content creation.
- **Logistics Management:** Our team handles scheduling, rostering, and templates to streamline implementation.

With K12 Tutoring, your district can achieve measurable academic success through expert support, flexible solutions, and proven instructional strategies.





Use Data to Demonstrate ROI and Drive Continuous Improvement

Data is essential for understanding program effectiveness and identifying opportunities for continuous improvement. K12 Tutoring provides a robust system for data collection, analysis, and reporting, placing data at the heart of your program's execution. This includes:

- **Clear Data and Reporting:** Our platform offers student- and school-level reports on key metrics, including attendance, engagement, and progress on learning goals. We establish a regular cadence for reviewing this data with your team.
- **Assessment of Implementation and Impact:** We correlate tutoring participation with academic outcomes on your district's benchmark assessments to measure ROI. Tutors provide session-by-session feedback, creating a rich source of formative data.
- **Design for Rigorous Evaluation:** Our data-driven approach provides the evidence needed to demonstrate program effectiveness to your board, guide scaling decisions, and build the case for long-term sustainability.

Engaging Parents and Students to Ensure Buy-In and Participation

Building trust and ensuring buy-in from parents and students are critical components of a successful tutoring program. According to the National Student Support Accelerator (NSSA), clear and consistent communication fosters trust, which in turn leads families to actively support and encourage students to meet program goals.

Best Practices for Engaging Families

To make a positive first impression and build lasting trust, we recommend the following strategies:

1. Letter Home

Send a detailed letter to parents and guardians outlining:

- The program's purpose and goals
- The benefits for students
- Scheduling, format, and key logistical details
- Expectations for student participation and family support
- Contact information for questions or concerns

2. Introduction Meetings

Complement the letter with an in-person meeting, video call, or phone call to:

- Introduce the tutors who will work with each student
- Provide an opportunity for families to ask questions



- Build rapport with parents or guardians
- Reiterate program goals and expectations

3. Ongoing Communication

Maintain regular touchpoints to update families on students' progress. Use these updates to share achievements, reinforce expectations, and provide actionable ways for families to support their child's learning at home.

Family Communication Framework

Use the strategies below to ensure effective communication and engagement with families:

- Send an initial letter home explaining the program
- Schedule introduction meetings with each family
- Provide clear information on program logistics
- Set expectations for family involvement and support
- Offer regular progress updates and celebrate student success
- Be accessible to answer questions and address concerns

By proactively engaging families and securing their trust, you create a foundation for stronger participation and greater program impact.

By following these operational best practices, your district can transform its tutoring initiative into a sustainable and impactful program that drives academic excellence and fulfills its commitment to student success.



Implementation & Operations Checklist

Use this step-by-step checklist to guide your strategic oversight of a high-impact tutoring program with K12 Tutoring. Each item is a clear, actionable task supporting measurable academic improvement.

Pilot Program Execution & Evaluation

- Confirm pilot goals, KPIs, and target student segments.
- Schedule a check-in with the program coordinator within two weeks of launch.
- Review mid-pilot progress (attendance, engagement, challenges).
- Evaluate pilot outcomes for academic growth and gather leadership feedback.
- Decide on district-wide expansion based on pilot evidence.

Full-Scale Implementation & Monitoring

- Approve and launch district-wide rollout plan and logistics.
- Establish a regular cadence (monthly/quarterly) for data review, focusing on attendance, usage, and student progress.
- Direct the academic team to monitor the fidelity of research-based practices within the program.
- Correlate tutoring impact with district assessment data to comprehensively measure results and student achievement.



Implementation & Operations Checklist

Continuous Improvement & Sustainability

This final phase ensures the program remains effective and becomes a sustainable part of your district's academic strategy.

- Conduct Regular Program Reviews:** Schedule semi-annual strategic review meetings with K12 Tutoring and your leadership team to discuss performance, challenges, and opportunities.
- Use Data to Refine and Optimize:** Empower your team to use performance data to make strategic adjustments to the program, such as refining student groupings or instructional focus.
- Plan for Long-Term Sustainability:** Work with your finance and grants teams to develop a long-term funding plan to sustain the tutoring program beyond initial grant cycles.
- Share Successes with Stakeholders:** Regularly report on program successes and student growth to the school board, staff, and community to reinforce the value of the investment.

Implementation & Measurement FAQs

This guide answers common questions from district leaders about implementing a high-impact tutoring program with K12 Tutoring.

Q: How can we implement a tutoring program without disrupting the school day?

A: Our flexible scheduling models are designed to integrate seamlessly into your existing school schedules. The most effective and common approach is scheduling tutoring during the school day, often during non-core classes, intervention blocks, or advisory periods.

This strategy maximizes student attendance and removes logistical barriers for families. Our team works with your staff to create a schedule that minimizes disruptions and supports your operational needs.

Q: What is the administrative lift for my district staff?

A: We provide end-to-end support to minimize the burden on your district and school-level staff. K12 Tutoring appoints a dedicated Customer Success Manager to manage implementation, and our team handles the complexities of tutor recruitment, training, and curriculum. We also provide scheduling tools and work with your designated Program Coordinator to streamline student rostering, freeing up your team to focus on other priorities.

Q. How are teachers involved, and how do we get their buy-in?

A: Classroom teachers are essential partners. Our platform facilitates communication between tutors and teachers, ensuring instructional alignment.

We emphasize that tutoring is a support system designed to reinforce—not replace—classroom instruction. By providing teachers with a valuable resource that helps their students succeed, we build buy-in and create a collaborative environment focused on student growth.

Q: How do we measure the impact and ROI of the tutoring program?

A: We provide clear, board-ready data to demonstrate program effectiveness. Impact is measured through several key metrics:

- **Academic Growth:** We analyze the change in tutored students' scores on your district's benchmark and state assessments compared to a matched group of non-tutored peers.
- **Participation Data:** Our platform tracks student attendance and engagement rates, which are leading indicators of success.
- **Formative Progress:** Tutors provide session-by-session feedback on student mastery of skills, offering real-time insight into progress.

Q: How can we ensure the program is sustainable beyond initial grant funding?

A: Sustainability starts with proving value. By delivering measurable academic gains, our program helps you build a strong case for continued investment. We support your long-term planning by providing clear ROI data that your board and community can understand. We also work with your team to identify diverse and recurring funding streams to create a sustainable financial model for the future.

Q: What makes K12 Tutoring "high-impact," and how is quality maintained?

A: Our program is built on research-backed standards for high-impact tutoring. Key quality assurances include:

- **Certified Teachers:** All instruction is delivered by state-certified educators trained in effective virtual teaching.
- **Proven Structure:** We adhere to a model of frequent, consistent tutoring (at least 3 times per week) in small groups (1:1 to 1:5).
- **Aligned Curriculum:** Sessions use high-quality instructional materials aligned with your district's curriculum and state standards.
- **Continuous Improvement:** We use data to monitor fidelity and outcomes, making strategic adjustments to ensure the program remains effective.



Launch your program with confidence.

Consistency drives impact. K12 Tutoring helps districts manage the operational details—scheduling, coordination, and data visibility—so tutoring programs perform as intended across schools and students.

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