

Building Rapport & Attendance

We see the students once per week, so it is very important that you attend your sessions consistently.

Please make sure to:

- ✓ Accept invites on your email calendar from Achieve Now.
- ✓ Plan ahead to avoid scheduling conflicts.
- ✓ Communicate to your colleagues that this commitment is a priority to you.
- ✓ Set a reminder on your phone for a few hours before the session.



If you know you'll have to miss a session:

Please fill out the Attendance Notification Form as soon as possible, so we can work on finding a substitute coach. Click this link for the form: <https://forms.office.com/r/cYDC0tnscP>