

**Coordinating Number and Computation Concepts Across Grades 4-9:
Northern Kentucky University
Schedule of District and NKU Administrative Activities
January 2002**

ACTIVITY	DEADLINE
1. Districts mail/email announcements/applications to all teachers grades 4 – 9	Jan. 2002
2. Applications returned to districts and faxed to NKU (Kathy VonStrohe; fax 572-6096; phone 572-5624)	Feb. 13
3. NKU confirms participants and districts send confirmations	Feb. 15
4. Participants return confirmations to districts	Feb. 25
5. Meeting at NKU re. admission, registration, reciprocity, etc.. Bring confirmed list of participants and a set of the completed applications Participants' packets given to supervisors.	March 4: 9:00 A.M.
6. Districts send confirmations, packets, & application forms for Graduate School to participants	March 8
7. Participants return applications for Graduate School to NKU Admissions Office	March 22
8. Credit participants register through regular registration procedures	March 26-May 1
9. Project directors send participants information re. Institute	May, 2002
10. Number and Computation Institute	June 17 – 28, 2002
11. Districts order software and manipulatives for all participants	Early Sept.
12. Districts supervise classroom implementation	Sept., no later than Oct. 22

13. Districts return observation forms (classroom implementation and peer outreach) and invoices for software and manipulatives to NKU No later than Oct. 22
14. All participants meet at NKU and return all outreach and observation forms Oct. 22
15. Project directors send final Survey forms to participants March 2003
16. Participants meet and return surveys to NKU March 25, 2003