

This tool provides a framework and includes resources teams can use when undergoing the Portrait of a Graduate (PoG) Process.

## Lay the Foundation

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Gathering a team and laying a strong, collective foundation is crucial to designing your Portrait of a Graduate.

- A. Identify a PoG steering committee
  - 1. *Who has the will, skill, time, and resources to engage in this work?*
  - 2. *Is the group representative of the community?*
- B. Review State & District Documents to identify themes and values
- C. Identify what you will share with your community for feedback
  - 1. *An example of a completed PoG*
  - 2. *A draft PoG*
  - 3. *A list of themes and values*

## Seek Community Input

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An important part of the Portrait of a Graduate design process is seeking input from school community members.

- A. Identify community partners
  - 1. *Parents and caregivers, Community members, Local business owners, Local faith leaders, Students, Alumni, Policy makers, Educators, Representatives from non-profit organizations.*
- B. Plan for equitable engagement
  - 1. *How will you ensure diverse community partner participation?*
  - 2. *What might be obstacles to participation?*
  - 3. *How might we mitigate those obstacles?*
  - 4. *Who has historically not been represented?*
  - 5. *Use this [communication strategies template](#) as a starting place: How will you communicate with your community?*
  - 6. *You may also want to refer to these other GSP tools:*
    - (i) [Community Engagement: Moving Toward Equity](#)
    - (ii) [Community Conversations Checklist](#)
    - (iii) [Focus Group Protocol: Chalk Talk](#)
- C. Hold community forums to collect input from a diverse range of community members
  - 1. *Consider time, date, and accessible location for in-person forums.*
  - 2. *Collect feedback using an exit survey, audio recordings, and notes.*
    - (i) *Here are some helpful [Strategies for facilitators](#)*

## Draft, Refine, and Share

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Cycles of drafting, refining, and revising are crucial to building a strong final Portrait to share with the community.

- A. Examine, discuss, and analyze data and feedback collected to date
  1. Use this [Data Analysis](#)
- B. Synthesize community partner feedback into the working Portrait of a Graduate documents
- C. Share the revised draft and next steps with all participating community partners
- D. Create a plan to share the new Portrait of a Graduate and next steps with the full community
  1. How will this draft inform decision-making, strategic planning and/or budgeting?
  2. How will this draft inform teaching and learning?
  3. How will you continue to engage the community?
- E. Share the final Portrait
  1. Update your district and school websites and social media.
  2. Include it in school-based newsletters and feeds.
  3. Include local media.
  4. Review it with staff during convocations and orientations.

## Portraits in Action

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See how some GSP partners have used the Portrait of a Graduate to set the vision in their districts and school communities.

- A. [Springfield, MA Public Schools](#)
- B. [Keene, NH Public Schools](#)
- C. [Dighton-Rehoboth, MA](#)
- D. [Vermont Public Schools](#)
- E. [PoG Podcast: Springfield, MA](#)