

Purpose

Upon receipt of new IAT contact information, schools and systems should reach out to new IATs to collect data that will aid in the initial preparation for and onboarding of IATs and their families. This initial contact should be made by May 31, per guidance available in the [Louisiana International Associate Teacher Program Handbook](#). For additional guidance, please contact the World Languages Team at language.acquisition@la.gov.

Format

The format of the needs assessment inventory should align with the school or system's common practices. Examples of formats may include but are not limited to

- Google Form,
- Survey Monkey, and
- Fillable PDF.

Sample Questions and Information to be Collected

Schools and school systems should design an IAT survey that captures the initial information needed by the district to begin the onboarding process. Below is a list of sample questions that may be included in the school/system created survey.

1. List your name, as it appears on your passport and visa, using this format: LAST NAME(S), First Name(s)
2. What is your email/Gmail address?
3. What is your telephone number with the country code?
4. Who will be traveling with you when you arrive in Louisiana?
 - a. alone
 - b. with spouse
 - c. with children
 - d. with pets
5. If traveling with family members, please list the names and ages of each family member.
6. If traveling with pets, please list the type and size of each pet.
7. Is there any additional information you would like to share at this time?