



Disseminating Community Engagement Session Findings

Use the following guiding questions and table to complete a draft dissemination plan. A dissemination plan might include multiple products with different messages (or different versions of the same information) for different audiences. Use one row for each dissemination product you are planning.

Audience Who needs this information?	Message What does the audience need to know?	Approach Which dissemination approach fits your needs?	Timing When will dissemination begin and end?	Responsible party Who will lead the dissemination effort?

Adapted from Regional Educational Laboratory Central. (n.d.). *Dissemination plan template*. U.S. Department of Education, Institute of Education Sciences, National Center for Education Statistics. <https://ies.ed.gov/rel-central/2025/01/dissemination-plan-template>

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