



## Module 6 Parent Meeting Preparation and Facilitation

### Getting Started

Choose a date, time, and place for the meeting and create invitations.

Send invitations to all parents and staff. *The expectation is all staff will attend and participate.*

### Preparation for Table Group Activities

Select a staff member to sit at each table to facilitate table group activities.

Meet with table facilitators to review activities and expectations.

Additional staff members should sit with as many different table groups, as possible.

Print and organize all materials.

### Room Set Up

Set up computer, projector, screen, and speakers.

Participants sit in small table groups.

Each table should have the printed handout and pencils.

### Preparation for Facilitating the Parent Meeting

**Read through all the following information to prepare for facilitating the presentation and activities.** *Links for printable items are underlined.*

#### Parent Sign-In Sheet *Optional*

This provides tracking data for general attendance and attendance per grade level.

Handout: How Does Your Child Like to Learn? *Print one for each parent.*

#### Take-Home Magnet *Optional*

Print on cardstock, cut out, and laminate. Attach a self-adhesive magnet to the back.

Presentation: *Encourage all parents and students to participate together in activities.*

Slide 1: Display this slide as parents arrive.

Slides 2–3: Prompts introductions and Parent Meeting focus.

Slides 4–6: Explains differentiation.

Slide 7: Everyone chooses a color and silently answers the questions: What do you think about when you see that color? How does the color make you feel?

Individual share their answers with elbow partners. Then, they turn to another elbow partner to share their first partners color, thoughts, and feelings.

Slide 8: Explains the Think—Pair—Share strategy.

Slide 9: **Handout: How Does Your Child Like to Learn?** Parents read each statement to their child and checks each statement the child agrees with. The other lines are left blank. *Staff table facilitators may read the information for the parents.* Parents share the way they like to learn with their child.

Slide 10: Parents share something that was difficult to learn how to do when they were children and the supports that would have made it easier to learn.

Slide 11: Explains tiered activities.

Slides 12–14: Tiered activity example with mathematics.

Slide 15: Explains offering choices.

Slides 16: Offering choices example with science.

Slide 17: Differentiation creates better learning outcomes for all.

Slide 18: Reflection. Parents share one thing learned about differentiation and how differentiation will impact their child's learning.

Slide 19: Wrap up.

Slide 20: Thanks. Give each parent a Think—Pair—Share magnet.

**Optional:** Ask parents to complete the [Parent Meeting Survey](#) to gain feedback for the presentation.

**Presentation Timing:** Approximately 50 minutes. Allow extra time before and after meeting.

### **Suggestions to Prepare for Your Audience**

Understand the needs of your parents, e.g., Do you need to provide child care services for younger children? Do you need to have interpreters?

Greet the parents and make them feel welcomed and appreciated.

Create a fun, engaging opportunity that encourages attendance like a raffle with community prizes or a student art/project display.

Promote the AZPLS Parent Meeting in school newsletters, websites, and social media.

Create a certificate to show appreciation for AZPLS parent engagement.

Include the quote: *At the end of the day, the most overwhelming key to a child's success is the positive involvement of parents. ~Jane D. Hull*



**Desert Cactus  
Elementary School**

**Thank you for attending our  
AZPLS Parent Meeting  
and supporting our students!**

At the end of the day, the most overwhelming key to a child's success is the positive involvement of parents. ~Jane D. Hull

### Example Certificate



Raising Special Kids is an AZPLS partner and Arizona's Parent Training and Information Center. It is a cornerstone belief at Raising Special Kids that collaboration between families and professionals results in the best possible outcomes for children with disabilities. Visit the website to find support, information, resources, and training opportunities that may benefit staff working with students with disabilities and parents of students with disabilities.

**AZPLS Parent Meetings**



**Rooted in School Community and Supporting Student Growth**