



Module 3 Parent Information Meeting Preparation and Facilitation

Preparation

Choose a date for the meeting and create invitations.

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

Room Set Up

Set up computer, projector, screen, and speakers.

Participants should sit in small table groups. Prior to the meeting, select a staff member to sit at each table to facilitate table group activities. Additional staff members should sit with as many different table groups, as possible.

Each table should have all printed handouts and activity materials.

Read through all the following information. It describes each handout, poster, and activity.

Links for printable items are underlined and listed in order of use in the presentation.

Parent Sign-In Sheet: *Optional*

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

Poster: **What Is Formative Assessment?**

Print one. Use as reference during the presentation.

Handout 1: **My Learning Focus**

Print one for each participant.

Handout 2: **What Is Formative Assessment?**

Print one for each participant.

Activity Cards and Activity Board:

Print one set of Activity Cards and one Activity Board for each small group.

Thumbs Refrigerator Magnet: *Optional*

Print one for each parent participant. Print on cardstock, laminate, and add a magnet to the back.

Parent Meeting Survey: *Optional*

Print one for each parent participant.

Presentation

Encourage all parents and students to participate together in activities.

Slide 1 - Have this slide showing as parents arrive.

Slides 2 and 3 - Prompts introductions and Parent Information Meeting focus.

Slide 4 - Explains **Handout 1: My Learning Focus Part A**, the three questions with answers for today's presentation.

Slide 5 - Explains Learning Goals. **Handout 1: My Learning Focus Part B** provides the example for this professional learning.

Slide 6 - Explains Criteria for Success. **Handout 1: My Learning Focus Part C** identifies the Criteria for Success for this meeting.

Slide 7 - Provides information for numbers 1 - 3 on the left of the **Poster** and **Handout 2: What Is Formative Assessment?** *Point to numbers 1 - 3 on the Poster.*

Slides 8 and 9 - Provide information for Numbers 4 and 5 on the left of the **Poster** and **Handout 2: What Is Formative Assessment?** *Point to numbers 4 and 5 on the Poster.*

Table Discussion: Parents share their thoughts on how Mr. Cooper supported his students. *Assigned staff members facilitate table discussion to identify positive results of the formative assessment.*

Slide 10 - Provides information for Number 6 on the left of the **Poster** and **Handout 2: What Is Formative Assessment?** *Point to number 6 on the Poster.*

Slide 11 - Provides instructions for the **Activity Cards** and **Activity Board**. *The Activity Cards and Activity Board are color-coded so parents can easily determine the characteristics of formative assessment.*

Activity: Read cards and place them under the heading Formative Assessment or Not Formative Assessment. Participants give descriptive feedback as they work.

Suggestion: Assigned staff members read each card aloud and facilitate the participants' placement of cards and descriptive feedback.

DO NOT SHOW NEXT SLIDE UNTIL ACTIVITY IS FINISHED. IT SHOWS THE ANSWERS.

Slide 12 - Provides the answers.

Table Discussion: Participants discuss how descriptive feedback supported their work. *Assigned staff members facilitate discussions.*

Slide 13 - Explains the formative assessment example: Thumbs Up, Thumb Sideways, Thumbs Down.

Partner Share: Partners share an example for using formative assessment at home. *Parents share with their children or other partners.*

Slide 14 - Provides information for Numbers 7 and 8 on the left of the **Poster** and **Handout 2: What Is Formative Assessment?** On the right, it covers a process for parents to follow at home. *Point to numbers 7 and 8 on the Poster.*

Slide 15 - Prompts parents and their children to reflect on using the thumb strategy at home. *Assigned staff members at each table facilitate discussions.*

Slide 16 - Thank you to parents for their collaboration.

*Optional: Give each parent a **Thumbs Refrigerator Magnet.***

*Optional: Ask parents to complete the **Parent Meeting Survey** to gain feedback for the presentation.*

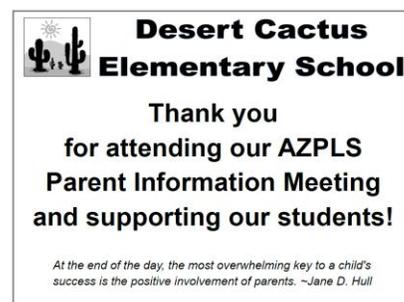
Presentation Timing: Approximately 50 minutes. Allow extra time before and after meeting.

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?

Create a fun, engaging opportunity that supports the AZPLS Parent Information Meeting, e.g., raffle with community prizes, student work display.

Create a certificate to show appreciation for parent engagement in the AZPLS. 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*



Example Certificate