

Module 3 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 all printed handouts, activity materials, markers, pencils, and Formative Assessment Take Home Cards.

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.

Poster: What Is Formative Assessment? *Print one for each table group.*

Handouts: *Print one each for parents.*

Handout 1: My Learning Focus

Handout 2: What Is Formative Assessment?

Activity: *Print one for each table group.*

Activity Board

Activity Cards

Take-Home: *Print and assemble one set for each parent.*

Formative Assessment Take-Home Cards

Print on cardstock and laminate.

Cut cards out.

Hole punch the circle in top left corner of all cards.

Stack cards in order.

Insert brad into hole.

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 purpose for Parent Meetings.

Slides 4–6: Explains Learning Goals and Criteria for Success.

Slides 7–10: Explains formative assessment using **Poster: What Is Formative Assessment?** and **Handout 2: What Is Formative Assessment?**

Slides 11–12: Using the **Activity Cards** and **Activity Board**, participants work together to identify what explains formative assessment and what does not. They read the cards and decide together where to place them. They give each other support and descriptive feedback, as they place each card under the correct heading.

Table facilitators can help with this. Activity board and cards are color coded, so the task is easily accomplished. After everyone is finished, participants discuss how working together helped their understanding and how descriptive feedback supported their work.

Slide 13: Relates thumbs up, thumbs sideways, thumbs down strategy to task at home.

Slide 14: Relates thumbs up, thumbs sideways, thumbs down strategy to numbers 7 and 8 on **Poster: What Is Formative Assessment?** and **Handout 2: What Is Formative Assessment?**

Slides 15–16: Parents discuss how they will begin using these formative assessment strategies at home. Give parents the Formative Assessment Take Home Cards.

Slides 17–18: Thanks parents for their collaboration.

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