

APPENDIX V – 206

List of Items for Parental Informational Meetings 2015-16

All items sent home or to be printed for meeting must be approved by AASSD Director

- Inform school Administrator (Principal) of quarterly informational, parent meeting. (Specialist & Director).
- Notify via e-mail all Principals affected and 1010 directors.
- Submit Reservation Form for Facility used on site (Specialist)
- Agenda – (content) Consult with Specialists, Community Rep. and Director, Speakers and presenters.
- Place meeting information on website and Secondary Express (community Rep. & Director).
- Submit meeting information to Community Rep. to post in city calendar events (Daily Starr Events). (Community Rep.)
- Inform TUSD Media Support of event (Director & or Comm. Rep. Jess Ruvalcava).
- Invitations to parents labels planned and mailed by print shop (Student Equity)
- Obtain Student Lists from specialists for Certificates (In a timely manner submit to Student Equity for printing).
- Contact Luis Orantes for translators.
- Talk & Listen Kits for translating (Obtain paperwork from (Teresa Guerrero Title I Starr Center). Complete the paperwork for talk and listen kits two weeks before meeting.
- U of A information – Office of Early Academic Outreach 888 E. Euclid suite 150
- Collect informational brochures and or flyers from sources (NAU information – NAU office 404 E. Bonita St., Pima College information – How To Get To College (need to copy). School achievement data with ethnicity breakdown.
- Expect More Arizona – Selena Llamas (419-0678 or Selena@
- EEF information – Brochures etc.
- Magnet Schools information Advance Learning Experiences flyers.
- Students Data from schools being represented at meeting.
- Family & Community Outreach information
- IB information – Source at Cholla Kathy Jensen
- Collect and contact all community agencies that are willing to set up a table at resource fair.
- Any dept. fliers
- Sign in Sheets for parents and people attending
- Technology Needs (microphone, speakers, screen, project/proxima, laptop
- Mail letters home to honorees
- Parent Link Message
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Reminders: If Principals or TUSD Central office officials attend meeting, please recognize their presence.