

APPENDIX V – 189

African American Student Services Checklist

List of Items for Parental Informational Meetings 2016-17: All items sent home or to be printed for meetings 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.
- 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).
- Expect More Arizona – Selena Llamas (419-0678)
- Magnet Schools information Advance Learning Experiences flyers.
- Family & Community Outreach information
- IB information – Source at Cholla Kathy Jensen
- 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

Reminders: If Principals or TUSD Central office officials attend meeting, please recognize their presence.