

# APPENDIX V – 213

# MASS Training Powerpoint Parent Quarterly

**Process Training for Parent Quarterly Meetings**  
November 17, 2015

- Initial Steps
  - Collaborate with principal
  - Align with school calendar
  - Schedule and reservation forms
- After Date & Location Have been confirmed
  - Advocate the event
  - Request translation services
  - Coordinate with school community, staff, & environment

**Check List**

- Called informational brochures & flyers
- TUSD, School & Community Information
- Create the Agenda listed all requirements inside a USP

**Welcome**

**Parent Quarterly Meetings**  
TUSD

**PURPOSE:** Training for School Representatives Quarterly Meeting in TUSD School Sites

**Check List**

- Make copies, verify attendance of all presenters, translators, complete student being recognized and make certificates
- One Day Before the Event
  - Test all electronic equipment

**Unitary Status Plan – "The Source"**

ALL TUSD Schools with 70% or higher concentration of minority students must host Parent Quarterly Informational Meetings beginning in the Spring Semester of the 2014-2015 school year.

**Check List**

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Developed by the Massachusetts State Office of Education (MSE) and the Massachusetts Department of Education (MDE) in partnership with the Massachusetts Department of Education (MDE) and the Massachusetts Department of Education (MDE).

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**Recruiting Parents for Meetings**

- Advanced Learning Opportunities
- Workshops
- Parent Training
- TUSD Staff
- Community Resource Agencies
- Community Resource Agencies
- School's Data (AIMS)
- College Preparation (High Schools)

**Documents Needed**

- Simple Invitations
- Parent Call List
- Agenda
- Sign In sheets
- Parent feedback surveys

**Invitations**

**TUSD**

**Recruiting Parents**

- Event location
- Event time
- Single performance
- Bring your own event
- Principals involvement
- School website

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**Parent Phone Calls**

- Choose your target audience
- Use Migrate to create call lists
- Invite parents of student performers

**Community Resources Fair**

**TUSD Program Information**

- Migrant/IE Program
- Advanced Learning Experiences
- EE
- Family & Community Outreach Programs

**Agenda**

Agenda must include the following:

- All Welcome
- TUSD Program Information
- Community Resource Agencies
- Single Performance
- Principals Involvement

**Community Resources Fair**

**Other TUSD Resources:**

- Ernest Lake (HS)
- Language Education Policy
- School Data/ Test Results
- Summer School/Summer Programs (G4)

**Sign In Sheets**

- All people (student, parents, family, friends) should sign in
- Prints
- Check contact information such as email addresses and phone numbers

**Community Resources Fair**

**College Information:**

- Invite university & college representatives to table at the event
- "How To Get To College"
- Ernest Lake (HS)
- Language Education Policy
- Summer School/Summer Programs (G4)

**Parent Surveys**

**Massachusetts Department of Education Needs Assessment Survey**

Parent Survey

Parent Survey

**Community Resources Fair**

**Additional Resources:**

- Expect More Arizona
- Pima County Public Library
- Girl Scouts
- Child & Family Resources
- Pi Deacon
- Meeting Programs
- Big Brothers Big Sisters



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