

Parent meeting checklist

Parent meetings are brief, high impact meetings with parents and parent leaders from the community. Each meeting is unique but, depending on the size of the group, are often short on time and can be frustrating without sufficient preparation. Make the most out of your parent meetings by following this helpful checklist.

1. Meeting materials

- ❑ Bring a sign in sheet to collect parent information for the next meeting.
- ❑ Print copies of the [GreatSchools Workshop Guide](#) for all parents attending.
- ❑ Print out a school profile as an example or a specific school profile to discuss.

Printing & screenshot tips:

Screenshot selected modules, then paste and organize them on a Word doc or Powerpoint slide.

MAC: Press Command-Shift-4. Highlight the module or image you would like to screenshot with the crosshair. When you've selected the area you want, release your mouse. You can find the screenshot as a .png file on your desktop. If you made an error, press "esc" and try again.

PC: Select the Start button, type snipping tool in the search box on the taskbar, and then select Snipping Tool from the list of results. After you open Snipping Tool, open the menu that you want a picture of. Press Ctrl + PrtScn keys. This captures the entire screen, including the open menu. If you made an error, press "esc" and try again.

Once completed and customized, you can print your document. Make sure to visit the school profile so you don't miss any crucial information.

2. During the meeting

- ❑ Be on time (or early) for the meeting. You'll want every minute allotted to group discussions and diving into the data.
- ❑ End the meeting on time. Parents are busy so they will appreciate that you respect the time constraints.

3. After the meeting

- ❑ Follow up with your parents and schedule your next meeting sooner rather than later to map out next steps.