

Checklist of School Site Responsibilities for Hosting Parent Academy Workshops

The Parent Academy strives to ensure that the parent workshops offered at your site are successful and a positive experience for parents. Through the collaborative efforts of The Parent Academy staff, school site staff, and your parent community, we can work together to help parents partner in their children's education.

- Contact **The Parent Academy** office at 305-995-2680 to schedule workshops, and use the Request for Class form to ensure that workshops are pre-approved.
- Identify workshops based on the needs of your school community.
- Select an appropriate room for the workshop. Please consider accessibility, and make sure it is easy to locate and can accommodate the expected number of parents.
- Ensure that all audiovisual requests are met.
- Provide appropriate building coverage if workshops are held after hours.
- Inform all staff members of workshop title, date, time, and room number so they can assist parents when they call or as they arrive.
- Encourage school site staff to help engage parents and encourage them to attend.
- Send the automated phone message to parents to inform them of the workshop. The Parent Academy will provide you with a script.
- Distribute fliers, as needed. The Parent Academy will create the flier, if needed.
- Engage your PTSA and EESAC to help inform parents.
- Post workshop information through the parent portal.
- Have high expectations that your parents will participate, and communicate your expectations to them.

