

**Parent Mentor Family Engagement Alternative Guide**

**Determine and plan Family Engagement work to align with district priorities & report by October 15th**

- Review previous success, feedback, and recommendations
- 1) By October 15 watch recorded webinars**  
**GaPMP Reporting** in FY21 and **September 2019 Learning Target Module** (link on FE Framework Tab of the Learning Curve)
- 2) By January 15 watch recorded webinars**  
**Details for Replication Module** September 2019 and **Data Expectations Module** (link on FE Framework Tab of the Learning Curve)
- Review Best Practice Summaries, E2P guides, & Toolkit
- Meet with district administrator and partners for planning goals/actions
- 1) Write and distribute an introductory email/letter using district guidelines**
- 2) Prepare and deliver an "elevator speech" for personal introductions**
- 3) Participate in at least 1 collaborative opportunity (school or community based)**
- Consider multiple factors to select families you will offer support
- 1) Write a letter or email to introduce yourself to families and distribute using district guidelines**
- 2) Give and review submitted Family Pre/Post survey(link on the Reporting Tab of the Learning Curve) of at least 5 families**
- 3) Discuss with 1 or more teachers/partners the current needs of families**
- Create your training schedule for in-person or virtual opportunity
- 1) Identify at least 1 partner to assist with planning a training session for families**
- 2) Identify 2 dates to check on families you will support**
- 3) Identify at least 1 student outcome to collect data for related to your family engagement work**

**Inform, Network, and Collaborate to Transform outcomes for students and families**

- Inform families : What will families learn and which information will you share?
- 1) Pick 2 learning goals you have for families this year (learning targets)**
- 2) Decide content of training(s) and set up at least 1 in-person or virtual training**
- 3) Select and use 1 or more shareable resources or tools to support family/partner training**
- Network with families and partners : Gather feedback from families (including needs)
- 1) Collect, evaluate, & report Family Pre/Post Survey or use other sources (ex. district or state surveys) to guide support**
- 2) Assist 2 families build an effective two-way communication plan with their child's school**
- Collaborate and model partnering to improve outcomes
- 1) Contribute as a partner in at least 1 collaborative meeting/team**
- 2) Assist 2 families make a community connection with a partner that will support their student success**

**Report Learning, Action, and Outcome impact and Build Capacity for ongoing success**

- Report plan for current school year no later than **October 15th**
- Set 2 benchmark dates to collect data and follow-up accordingly
- Report second update no later than **January 15th**
- Enter all Family Pre-surveys no later than **January 15th**
- Report final report no later than **April 15th**
- Enter all Family Post-surveys no later than **April 15th**
- Enter contacts quarterly **October 15th, January 15th, April 15th, and May 30th**
- Utilize recommendations, feedback, and final report to plan for next school year with partners
- Share in district, through reporting, and with those who will replicate successes
- Utilize PTA Standards and LbC Framework to expand impact
- Utilize supplemental tools on the Learning Curve to ensure details and data for replication

\*Tool to guide your timeline for target work. Checklist does not include every step you will complete, but includes important dates and actions that will assist you as you impact learning, action, and outcomes in your target group.

Visit our Rookie Resources Page: <https://parentmentors.org/learning-curve/rookie-resources-2/>

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