

## Getting Ready

1. Start calling your advisees' families as soon as possible.

Where can I find their information?

- ARIS
- Blue Cards
- Other Staff Members
- Jupiter

2. Ask parents/guardians when they're available to see you. Schedule 10 to 15 minutes long appointment blocks. Inform parents that they don't have to show up until their appointment time. Ask parents to let you know if they'll be late or absent so that you can plan accordingly.

3. After you've scheduled all of your parents, have the list of appointments posted outside your classroom during the conferences. Also, schedule blocks of time when you'll be available to meet with the families of those students who are not your advisees but they may wish to see you.

4. Log your phone calls on Jupiter. Check off the "PARENT CONTACT" box. Indicate if the phone numbers are out of service or if the numbers changed.

5. Ask your advisees if their parents require a translator. Let Mr. Purice or Ms. Lillian know. A simple email will suffice.

6. Prior to the conferences, prepare the students to lead the meeting. Have them fill-out the "Getting Yourself Ready" document. Share with them your vision for this particular event.

7. Meet with your advisees' teachers. Collect as much information as you see fit in order to prepare for the family conference. If you cannot meet in person, start a a Google Document or an Email Chain. See Mr. Marsey for copies of the report cards.

8. See Mr. Genao, Mr. Marsey or Mr. Purice for any other information.