PRESENTER AGENDA

Welcome to _____ISD!

Migrant Education Program Parent Information Session

_____ ISD

October 16, 2019

_____ a.m. to ____ p.m.

- **Welcome & Introductions**
  - Help all parents feel welcomed by greeting each at the door as they come into the room; speaking the language that is understood by most parents; and allowing parents to ask questions and/or share concerns in a risk-free environment.
  - It is preferable to provide childcare services for young children during each meeting so parents can focus on the presentations without distractions. Explain that these services are provided and have the children taken to the childcare room.
  - Introduce yourself and any presenters you have addressing the different topics on the agenda.
  - Review the agenda with parents.
- **Purpose of Meeting**
  - Explain the purpose of the meeting. Topics will vary but some may include:
    - Helping parents feel welcomed and familiarize them to the new school(s), district, etc. while helping them to receive information about their children from the transfer packet;
    - Presenting information that can help the parents cope with the changes in the new environment, community, and school climate;
    - Providing basic training in computers so parents can feel comfortable communicating with teachers via text or Email messages, accessing grades, and other information school sends out via digital format;
    - Introducing parents to the different services provided to children ages 3-5 not enrolled in kindergarten (A Bright Beginning Curriculum) or OSY Services;
    - Helping with required school and/or district paperwork/forms; and
    - Addressing any questions parents might have.
- **Transfer Packet**
  - Each student should have received a transfer packet from the sending district which includes all educational data from NGS. Review of all the documents contained in the packet before the meeting will be necessary so presenter can explain everything in the documents to individual parents. It is important to explain the data in private one-on-one sessions; therefore, before the meeting prepare a sign-up sheet with 30-minute slots for parents to select a convenient time slot to meet individually with the MEP staff member.
  - In the general session, the presenter may explain the type of information in the transfer packet, the process of signing-up for a slot, and the location of the one-on-one meetings. However, confidential data contained in the individual transfer packets will not be discussed in the general session.
  - Explain the NGS Migrant Statewide Database and how the data is shared between districts statewide to help facilitate appropriate placement of each Migrant student.

- **"How to Make the Transfer a Positive Experience"**
  - It is recommended that you invite a psychologist in the community, a school counselor or parent liaison in the district to speak on this topic.
  - Address the steps of how a parent may request a parent-teacher conference to introduce themselves to their child's/children's teacher/s.
  - Explain the Migrant Parent Meetings and/or Migrant Parent Council Meetings that are held in the district and provide a calendar of the scheduled meetings for the year.
- **Basic Computer Training**
  - It is also recommended that a technology specialist in the district (with good presenter skills and fluent in Spanish if that is the primary language of most of the parents) address this basic computer training. Some of the topics which could be covered in this training session might include: The basics of how to turn on the computer, create and send an E-mail message, access district's webpage, etc.
  - Ensure a computer, iPad, or notebook is available for each parent to use during this training session. Ideally, this part of the meeting could be conducted in the school computer laboratory, so the presenter has a screen and enough computers for all parents.
- **Early Childhood Program (A Bright Beginning) and/or OSY Services**
  - Explain each of the programs if there are parents who need these services. If there are only a few that need each, it is advisable to have a different session or break-out session for these individual services in different rooms or at different times.
- **Help with District Forms**
  - Have different forms which are required at the schools available in a digital format so presenter can explain the forms and how they are to be completed on the projector during this part of the meeting.
  - Some of the forms required could be: Home Language Survey, Family Survey, Food Services Application, Technology Access Permission Form, School Excursion Permission Forms, Medical/Nurse Information Forms, Proof of Residence examples, etc.
- **Q & A**
  - Provide time to have parents ask questions in the group. Ensure a microphone is available so all participants can hear the questions and answers to each question.
  - If a question is asked that the presenter is not able to answer, provide a timeframe when the answer will be obtained and offered to the parents. Ensure that answer is provided to parent within that timeframe. This is important to develop a good rapport with parents and help them feel that the MEP staff member is trustworthy.
- **Close of Meeting**
  - Remind all parents and participants to sign-in and invite them to stay for snack or refreshments offered during the meeting if this hasn't been done before during an earlier time in the meeting.
  - Thank all parents and participants for their attention and attendance. Invite them to return for the following meeting as it appears on the calendar provided.

PRESENTER AGENDA

Transferring to a New School District

Migrant Education Program Parent Information Session

_____ ISD

November 8, 2019

10:00 a.m. to 3:00 p.m.

- **Welcome & Introductions**
  - Help all parents feel welcomed by greeting each at the door as they come into the room; speaking the language that is understood by most parents; and allowing parents to ask questions and/or share concerns in a risk-free environment.
  - It is preferable to provide childcare services for young children during each meeting so parents can focus on the presentations without distractions. Explain to all that these services are provided and have the children taken to the childcare room.
  - Introduce yourself and any presenters you have addressing the different topics on the agenda.
  - Review the agenda with parents.
- **Purpose of Meeting**
  - Explain the purpose of the meeting. Topics will vary but some may include:
    - Helping parents understand how they can help their children make the move a positive experience;
    - Explaining the steps of how to notify their child's school of the withdrawal/transfer to a new district;
    - Explaining all the documents they need to have when they move to a new district;
    - Explaining the transfer packet, one document at a time, for a smooth transition to a new school;
    - Providing the name and contact information of the MEP directors in the new school district and helping parents understand what to do when they arrive in the new district;
    - Addressing any questions parents might have.
- **Transfer Packet**
  - Each student should have received a transfer packet from the sending district which includes all educational data from NGS. Review of all the documents contained in the packet before the meeting will be necessary so presenter can explain everything in the documents to individual parents. It is important to have a sign-up sheet with 30-minute slots for parents to meet individually with the MEP staff member since all data in transfer packet is confidential and should be presented in a private one-on-one meeting.
  - Presenter may explain the process of sign-up slot and location of the one-on-one meeting.
  - Explain the NGS System and how the data is shared between districts and even statewide to help facilitate appropriate placement of each Migrant student.
- **Dropout Prevention and Recovery**
  - It is recommended that you invite a school counselor, dropout prevention specialist, or registrar from the school to speak about how parents can help their children stay in school;
  - The speaker should address the different graduation programs available and recovery options for students that have fallen behind or dropped out of school.

- It is also advisable to explain the different programs and assistance available to OSY students in the community.
- Help parents become aware of all programs available so they can seek these programs in the receiving district.

❖ **Q & A**

- Provide time to have parents ask questions in the group. Ensure a microphone is available so all participants can hear the questions and answers to each question.
- If a question is asked that the presenter is not able to answer, provide a timeframe when the answer will be obtained and offered to the parents. Ensure that answer is provided to parent within that timeframe. A forwarding address and/or contact number needs to be obtained so answers can be forwarded to the respective parent. This is important to develop a good rapport with parents and help them feel the MEP staff member is trustworthy.

❖ **Close of Meeting**

- Remind all parents and participants to sign-in and invite them to stay for snack or refreshments offered during the meeting if this hasn't been done before in the meeting.
- Thank all parents and participants for their attention and attendance.
- Wish them well on their journey and ask them to notify the district if and when they return.