



SCHOOL EVENT & PARENT ENGAGEMENT

Family Achievement Coaches support parent engagement at school events such as conferences, back to school events, family nights, etc. as a part of cultivating strong parent-school relationships. This document details the steps Coaches complete to track parent participation at these events.

Overview

NAZ and School leadership determine the calendar of events each school year and document participation targets in each site plan. These events are added to the Priority Action schedule for Coaches, who follow the steps below to contribute to the development of strong parent-school relationships.

Process Steps

Family Achievement Coaches complete the following steps:

- Contact all families to communicate upcoming event details
 - Enter notes
 - Log activity
 - Set goal and/or step as appropriate
- Set plan to secure event attendance data
- Following the event, complete participation subtab for all adults who attended

Note regarding team approach: At the discretion of the manager, a team approach may be used to complete this priority action. For example, a single Coach may make all calls to communicate upcoming event details, or a single Coach may attend the event and complete the subtab entries. It is the responsibility of the manager to set a plan to cover all process details when choosing to adopt a team approach.