

**Figure 7.1** Parent Meeting Agenda

Meeting requested by \_\_\_\_\_ For (Student Name) \_\_\_\_\_

**Attendees:** \_\_\_\_\_

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<b>2–5 minutes</b>	<b>Welcome and Introductions</b>	Staff
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<b>2–5 minutes</b>	<b>Goals</b>	Staff With Parent Input
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<b>5–10 minutes</b>	<b>Ground Rules and Shared Expectations</b>	Staff and Family
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<b>5–10 minutes</b>	<b>Family Story and Needs</b>	Parents
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<b>5–10 minutes</b>	<b>School Story and Needs</b>	Teachers and Staff Members Present
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<b>5–10 minutes</b>	<b>Brainstorming Solutions</b>	All Participants
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<b>2–5 minutes</b>	<b>Action Plan</b>	All Participants
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<b>1–3 minutes</b>	<b>Closing</b>	All Participants
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**Additional Instructions:**

Action Step 1. \_\_\_\_\_ Assessment method \_\_\_\_\_

Accountable to \_\_\_\_\_ By \_\_\_\_\_

Action Step 2. \_\_\_\_\_ Assessment method \_\_\_\_\_

Accountable to \_\_\_\_\_ By \_\_\_\_\_

Action Step 3. \_\_\_\_\_ Assessment method \_\_\_\_\_

Accountable to \_\_\_\_\_ By \_\_\_\_\_

