

## **Parent Observation Weeks**

(For Tier 2 and Tier 3 students)

It is time to get ready for Parent Observations. Please decide upon the two consecutive weeks you would like to set aside for the parent observations of a Title I session during the months of January through April. **These would need to be completed by the end of April**. If all Title I teachers in a building would like to do it the same two weeks that is fine, but not necessary. Please follow the directions below:

1. Send me an email with the dates for the two weeks.
2. Send home the invitation which is the manual VIII-B-1 allowing about two weeks for it to be returned to you
3. Call the parents if it is not returned to set up a time (keep notes of these calls)
4. Have an attendance sheet to keep track of parents who attend.
5. At the top of the attendance sheet, please write down the number of parents who observed during the two weeks and the number of parents who did not come.
6. Send all of the returned signed invitations, the attendance sheets, and the Event Evaluations to Deb Sanborn by Wednesday, April 27, 2022.