

Parent/Guardian Distance Learning Meeting Preparation List
How
<p>Contact your child's teacher (or service provider) by:</p> <p><input type="checkbox"/> Phone _____</p> <p><input type="checkbox"/> Email _____</p> <p><input type="checkbox"/> _____</p> <p>Currently, your meeting method will likely be:</p> <p><input type="checkbox"/> Phone</p> <p><input type="checkbox"/> Google (voice or virtual)</p> <p><input type="checkbox"/> Zoom</p> <p><input type="checkbox"/> _____</p> <p>Note: Be sure to include the method you would like to use to meet when you make the request. You may also have an established collaboration or check in time. If you do, you may notify them in advance if there is a particular topic you want to be sure to address.</p>
When
<p>Date: _____ Time: _____</p> <p><input type="checkbox"/> I received the meeting invitation</p> <p><input type="checkbox"/> I have the link/phone number</p> <p><input type="checkbox"/> We will meet at a regularly scheduled time</p>
What
<p>Meeting Purpose: _____</p> <p>Proposed agenda Items:</p> <p><input type="checkbox"/> _____</p> <p><input type="checkbox"/> _____</p> <p><input type="checkbox"/> _____</p> <p><i>Example agenda items; a specific assignment, a challenge, good news, behavior support, etc.</i></p> <p>Who do I want to check with for input to this list? _____</p>
Who
<p>Who would I like to include in the meeting? _____</p>

