

Creating Awareness about the Parent Liaison Program

Steps to follow to start a collaborative Parent Liaison program with your school district and parent are as follows:

1. Creating awareness with the superintendent:

- a. Download the Parent Leadership brochure and Parent Liaison description from the Parent Leadership page on the pepartnership.org website.
- b. Schedule a meeting with the district superintendent to discuss the program and your vision for the program implementation locally.
- c. When meeting with the superintendent, provide a copy of printed material and share that we provide in-kind support to school districts and the Parent & Educator Partnership is a technical assistance project of the Illinois State Board of Education.
- d. Following the meeting, if the superintendent, or designee, would like to discuss the Parent Liaison program with staff from the Parent & Educator Partnership, you may complete the Parent Leadership Interest section and fax a copy to our office, 630-428-4055.

2. Creating awareness at school:

- a. This can be done through meeting with your school's principal, with parents at a Home and School meeting, at a school improvement meeting or jointly with parents and professionals who believe family involvement is an untapped resource for improving outcomes for children.
- b. Schedule the meeting at school, library, or other venue, inviting interested parents and professionals to discuss the Parent Liaison program. Our staff is available to meet with your group to discuss the program and how the program will assist your school in meeting Title 1 requirements for family involvement. Provide copies of the Parent Leadership brochure and Parent Liaison description from the Parent Leadership page on the pepartnership.org website for those in attendance.
- c. If our staff does not attend the meeting, we recommend you call to discuss Title 1 requirements for family involvement (No Child Left Behind, Section 1118). You will want to share your vision, the requirements, the research, and the support available for improved family involvement. The support is in-kind to school districts through the Parent & Educator Partnership, a technical assistance project of the Illinois State Board of Education.
- d. At the conclusion of the meeting, you will want to create next steps, the persons responsible for completing those steps, and the timeframe for completion. One goal will be to create district buy-in for parent leadership.
- e. Contact the Parent & Educator Partnership to update where your school or district is in the process and identify supports needed to accomplish your goals.