



HOW TO USE THESE RESOURCES

The COVID-19 pandemic has impacted all aspects of education for students, teachers and parents. PTA is working with state and local units to ensure that parents are equipped to have conversations with their school leaders to discuss their concerns, and how to ensure students and the school continue to make progress in the absence of traditional data.

The resources in this toolkit are designed to equip PTA members with the information you need to have a meaningful virtual conversation with school leaders about how the school will ensure students' needs are being met and the future plans to address learning. As representatives of the larger parent community, this is the starting point for parents in school improvement decisions.

These resources can be customized to best meet the needs of your PTA and school. This is not an exhaustive list but is meant to be a starting point. It isn't necessary to use all of the materials, and you can select the ones that are most helpful to you.

Resources

- **Sample Email to School Leader:** Use this language to send to your school leader (this could be the district superintendent or school principal) to ask about their interest in having a discussion.
- **School Leader One-Pager:** Send this along with the email to your school district leader or principal. It has more information about and will prepare them for the conversations.
- **Setting You Up for Success:** Review these best practices to prepare for and have a meaningful conversation.
- **10 Critical Questions:** Select questions from this list you feel are most important to ask during your discussion. This document should also be shared throughout your PTA networks to help parents and families get important information from school leaders.

- **What's Next?:** Take a look at this resource after your conversation and decide how you will continue the partnership with school leaders to ensure parents and families are involved in important decisions that impact student health and safety, their learning and what the future of “school” looks like.
- **Guide to a Virtual Town Hall:** Use this resource for guidance on holding a virtual town hall, to give parents the opportunity to ask school leaders their most pressing questions.
- **Follow-up Survey:** Use these simple five questions to get feedback on a town hall, or virtual or in-person conversation to see how informative it was and where parents found it valuable. You can use paper/pencil or send the questions in an electronic survey platform such as Google Forms or Survey Monkey.

If you are a State PTA ...

- Host a virtual town hall with a spokesperson from your State Education Agency to discuss the 10 Critical Questions and answer parents' most pressing questions.
- Reach out to your State Education Agency to see if you can create a statewide survey that could gather parent input on COVID-19.
- Share this toolkit with local PTAs so they too, can have these important conversations.

If you are a District/ Regional/Council PTA...

- Host a virtual or in-person small group meeting with your district superintendent. You can discuss the 10 Critical Questions and use this as a foundation to lay the groundwork for a town hall.
- Host a virtual town hall with your superintendent to speak to parents in your district. You can use the 10 Critical Questions and answer parents' most pressing questions.
- Send the toolkit survey to participants as a follow-up to a small group meeting or town hall.

If you are a Local PTA....

- Host a small virtual or in-person meeting with your school principal. You can discuss the 10 Critical Questions as a foundation to lay the groundwork for a town hall.
- Host a virtual town hall with your principal to speak to parents in your school. You can use the 10 Critical Questions and have them answer parents' most pressing questions.
- Send the toolkit survey to participants as a follow-up to a small group meeting or town hall.

If you are a parent...

- Reach out to your local PTA and share the toolkit with them to potentially have a discussion in your school or district.

