

Academic Partnering Follow-Up Tool Kit

After Academic Parent Teacher Team (APTT) Meetings or Parent Teacher Conferences (Academic Partnering), it is important to follow up with families about students' progress toward goals, and how families can continue to support this at home. This follow-up ensures that teachers and family members are being held accountable for student growth. As students are progressing and mastering goals set at these meetings, celebrations should take place, and notes of appreciation should be sent to families. Ensuring this ongoing communication encourages investment and effort from families, and has the ability to increase student growth.

This follow-up communication can be done in many different formats. This artifact presents as a tool-kit for many different ways to approach communicating with families after academic partnering. The artifacts are divided into sections based on the purpose for communication. The sections cover:

- Thank You Notes
- Goal Progress
- Celebrations

In addition to the different purposes for communication, it is important to see this as a "road map" for following up after academic partnering. While all timelines are approximate and can vary based on school, teacher, and circumstance, it is important to note that all forms are occurring in the time span from one academic partnering meeting to the next.

Thank You Note

A thank you note should be sent 1-2 weeks after the academic partnering meeting.

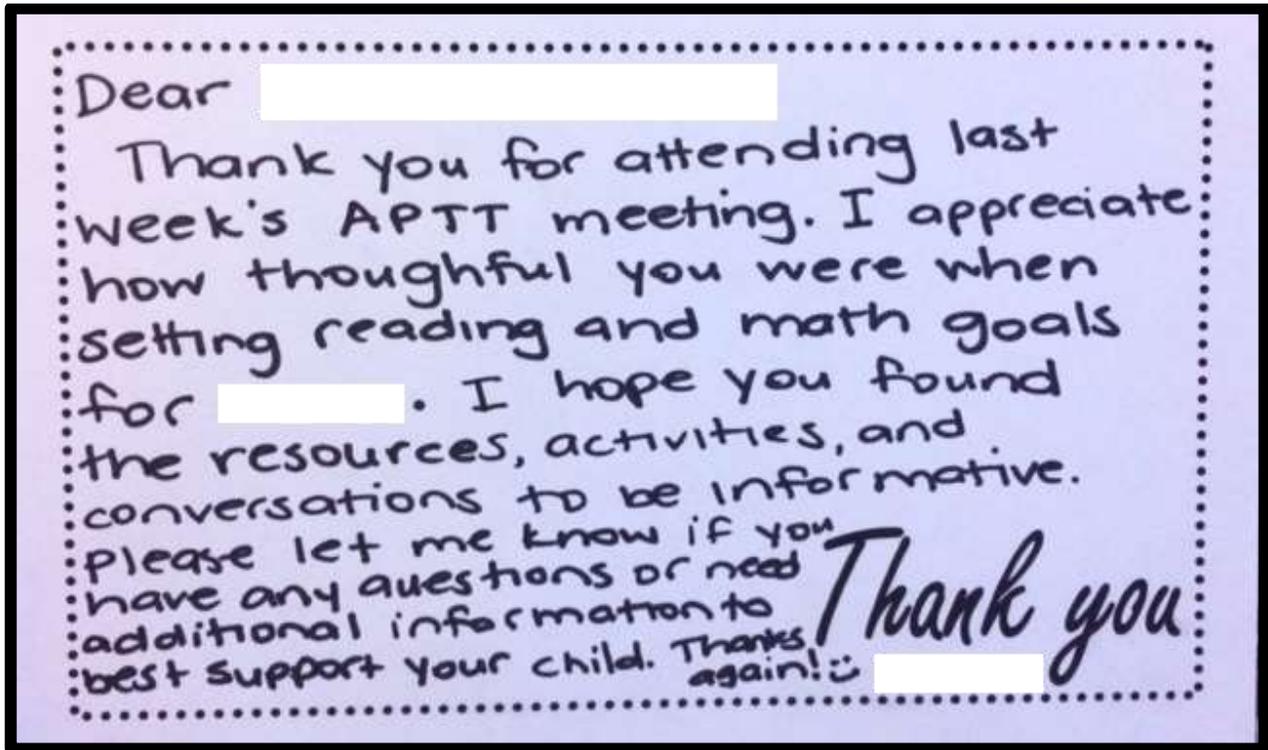
Sending a note sends a positive note of appreciation, and shows families that their time and efforts at home and attending the meetings do not go unnoticed. The purpose of this note is not to share academic information, but rather to encourage correspondence with the teacher if any questions arise, and serves as a gentle reminder for the family to use the resources and activities provided at the meeting.

This could also look like:

- **A text message** - This will be a shorter message, but is the preferred mode of communication for many families
 - **Included in a weekly email update** - Start an email with a thank you to all parents for attending APTT Meetings or Parent Teacher Conferences. Share a highlight (great suggestion, or conversations had among parents), and remind families to be in touch with any questions or concerns
 - **A banner across a classroom website** - If your families visit this page (website, Facebook, etc.), post a "Thank You" banner or post to show your appreciation
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- Twitter or Instagram Post - Send a thank you that include a picture of the parents engaging with each other at the meeting

Sample Thank You Note:



Goal Updates

A message communicating progress with goals set at academic partnering meetings should be sent 4-6 weeks after APTT Meetings or Parent Teacher Conferences (the half-way point between meetings).

This artifact is an email that a teacher sent one month after an October APTT meeting. Each parent in the class received an email. The email contains:

- A friendly greeting
 - A question directly related to the resource provided to families at the meeting: "How is the addition and subtraction fact game going?"
 - Encourages two-way communications with questions for families, as well as a reminder to contact the teacher with questions or concerns (after having time to try out the provided game or resource)
 - Clear, updated data about the child's progress with reading and math skill
 - A compliment about the child's progress to show the teacher's investment in his/her success
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This could also look like:

- **A hard copy** - Since questions are being asked of the family, make sure there is some way for parents to give their feedback or answer the questions (tear-off slip at the bottom, fill-in page on the back)
- **Progress reports** - If progress reports are required, include academic partnering goals within the comments section
- **Send home updated class-wide graphs/charts that shows growth** within the group so that families can see trends (as shown at APTT meetings)
- **If the child has not made progress**, explain to the families why the child may be struggling, an updated (suggested) goal, and additional support that the family can use at home

Sample Goal Update:

Hi _____,

I hope this message finds you well. Again, thank you so much for attending the APTT meeting in October. I wanted to touch base with you about Zola’s progress with her reading level and addition/subtraction facts.

How is the Reading Comprehension Bingo game going? Are you noticing any improvement with _____’s ability to answer questions about key details from the text? _____ is really thoughtful about the stories she reads in class, and uses strategies to figure out words of which she does not know the meaning.

September Reading Level	Current Reading Level Progress Made	Goal set at APTT (date of next assessment)
J	K Progress Made? YES	L (January)

Are you finding the Go Fish/Memory math fact game to be helpful? As you’ll see below, _____ has made progress with her addition and subtraction facts! Please continue to play the games (and practice with flash cards over break). _____ has done really well adding and subtracting with regrouping, but the more automatic she can be with these facts, the easier of a time she will have solving complex problems.

September Add/Sub Facts	Current Add/Sub Facts Progress Made	Goal set at APTT (date of next assessment)
Addition: 12 Subtraction: 10	Addition: 18 Subtraction: 15 Progress Made: YES	Addition: 30 Subtraction: 20 (January)

Thank you for everything you are doing to help _____to be successful in second grade. Please let me know if you have any questions about the games and resources I have provided, or if there is any other way I can support you at home.

Thank you,

[Teacher]



Celebrations

Send a celebratory communication 1-2 weeks prior to the next academic partnering meeting. This shows families that the efforts they put in to support their child's academic progress is noticed and appreciated. It also serves as encouragement (and for some, purpose) for continuing to support academic gains at home.

This artifact is an invitation a teacher sent to students who made progress on their addition and/or subtraction facts. The celebration is intended for as many students as possible - the teacher does not specify how many facts on a timed assessment the student needs to complete, or by how many he/she improved. Rather, any progress - even if the child got 1 more correct than on a previous assessment - has the opportunity to participate in the celebration.

The teacher wants to build excitement around academic achievement and progress. In return, the students are proud of their achievements, and families' efforts are recognized.

This could also look like:

- **A school-wide Celebration** - Event for students in all classes/grades who made progress on goals set at academic partnering meetings
- **Text messages** - Send every few weeks throughout the year to celebrate progress made on goals
- **Certificates** - Give to students who made progress on their goals (parents can receive certificates for their efforts as well!)
- **Raffle** - Students who made progress on goals receive a ticket, and the chosen ticket wins a prize (book, lunch with teacher, other chosen prize)
- Realistically, not all students may have made progress since the time of the meeting. It is important that teachers and school leaders are aware of and sensitive to this. Celebrating effort, and recognizing family-support are also important.

Sample Celebration Invitation:



For Teachers

- **Always assume the best in your families.** Even if they are not playing the games every day, or if their child is not making progress as quickly as other students, placing blame will not help to maintain a strong and positive relationship. Find out how you can best support the child and the family to ensure academic progress.
- **Keep in mind your families' preferred methods of communication.** While several different forms of communication were presented in this document, think about the ways your families are most receptive. This is the best way to ensure they are receiving your information.
- **The dates listed above are approximations.** Look at your calendar and the dates chosen for academic partnering. Give yourself reminders, or create a schedule to ensure these communications are created and sent in a timely manner.

For School Leaders

- **Provide teachers with time** to create these documents and to communicate these messages with families. Set aside time at a staff meeting or during a professional development day.
 - **Participate in school-wide or even classroom-based celebrations.** The students want to celebrate with you, and parents will take appreciate your investment in their child's academic progress. Ask your teachers to inform you of dates/times of these events.
 - **Share percentages of student growth at PTA meetings** - inform parents of this important data, particularly school-wide trends.
 - **Keep track of timelines** for teachers' communications before and after academic partnering meetings. Provide reminders on weekly bulletins. Example: "APTT meetings were two weeks ago - make sure you have sent thank you notes to your families!"
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