

Example Outreach

Modify the below outreach to meet your needs! Consider things like home language, in-person or virtual learning, and the strength of the relationship when deciding how to schedule academic partnering meetings and gather information to co-construct the agenda.

————— **First outreach, sent a few weeks before the conference date(s)** —————

Dear Family,

In two weeks, we will come together for a Goal Setting Conference. During this time, we will talk about your student's progress so far this year. We will set goals, and I will share some resources and activities to support learning at home. Conferences will be about 30-minutes long, and we can connect over Zoom or FaceTime.

This form will help me find a time and way of connecting that works for both of us! **Please complete this form by Wednesday, September 30th.** I will confirm your day/time by Friday, October 2nd. Please mark all possible days and times that work for you.

Which time of day can you meet?

	Yes, I can meet!	No, I cannot meet.
Morning, 7am-11am		
Afternoon, 12pm-4pm		
Evening, 5pm-8pm		

Which days of the week can you meet during the week of October 12th?

	Yes, I can meet!	No, I cannot meet.
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

Do you prefer to meet on Zoom or FaceTime? Put your contact info below to tell me which!

I prefer to meet on Zoom using this email:
I prefer to meet on FaceTime using this phone number:

Thank you! If you have any questions, please reach out to me.

— Second outreach, confirming date/time and asking for input on conference —

Dear Family,

Thank you for completing the Goal Setting Conference scheduling form. Our conference time is scheduled for:

- Date at Time
- We will use Zoom/FaceTime (if Zoom, share link)

I want to make sure our conference is meaningful to you. Please review the following questions for discussion during the meeting.

- How do you keep track of your child's progress?
- What do you think your child does really well in school? How do you know?
- What are some of the ways you have been (or wish you could) support your child's learning at home?
- Where would you like to see your child improve? Why?
- Please write down additional issues or questions you wish to discuss at the conference.

Thank you! I look forward to seeing you and your child next week!

Optional questions for virtual/hybrid learning:

- ✓ What are some strengths you've observed during virtual/hybrid learning?
- ✓ What has helped your child succeed during virtual/hybrid learning? What does that success look like?
- ✓ What motivates your child and keeps him/her engaged?
- ✓ What has been most challenging for your child during virtual/hybrid learning? What does this challenge look like at home?
- ✓ What are one or two shifts or changes to remote instruction that I could make to better meet your child's needs?