## **Caring Conversations Worksheet** *(blank)*

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|  | **Key Points** | **Questions and Messages** |
| **1. Learn** | * Gather information * Ask open-ended, supportive questions |  |
| **2. Share** | * Positive observations about student so far * What you want students to accomplish this year * One goal is helping students acquire good habit of attendance |  |
| **3. Inform** | * Progress you’ve seen (start positive) * Areas where child is struggling * Review report card & update parents on child’s attendance * Deliver appropriate attendance messages |  |
| **4. Discuss** | * Challenges, attendance barriers * Learning at home activities * How to stay connected |  |
| **5. Ask & Arrive   at a Plan** | * Are there any questions? * Is there anything you can do to support a partnership between home and school? * Make referrals to community resources |  |

## **Caring Conversations Worksheet** *(example)*

Here is an example of a completed Caring Conversations Guide.

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|  | **Key Points** | **Questions and Messages** |
| **1. Learn** | * Gather information * Ask open-ended, supportive questions | *What is your vision for \_(student’s)\_ future? (ask parent and student)* |
| **2. Share** | * Positive observations about student so far * What you want students to accomplish this year * One goal is helping students acquire good habit of attendance | *\_\_\_\_\_\_\_\_\_\_\_\_\_is such a good listener. We love having her (you) in our class.* |
| **3. Inform** | * Progress you’ve seen (start positive) * Areas where child is struggling * Review report card & update parents on child’s attendance * Deliver appropriate attendance messages | *\_\_\_\_\_\_\_\_\_\_\_\_ is excelling at math! and is making progress with reading. Reading remains the area that needs work.*  *\_\_\_\_\_\_\_\_ has been late five times and has missed two days during this first month of school. Absences impede reading and overall learning progress.* |
| **4. Discuss** | * Challenges, attendance barriers * Learning at home activities * How to stay connected | *What makes it hard for \_\_\_\_\_\_\_\_ to get to school?* |
| **5. Ask &   Arrive at   a Plan** | * Are there any questions? * Is there anything you can do to support a partnership between home and school? * Make referrals to community resources | *What questions do you have?*  *How can I help you?*  *Would it help you to work with…?* |