

Caring Conversations Worksheet

	Key Points	Questions and Messages
1. Learn	<ul style="list-style-type: none"> ● Gather information ● Ask open-ended, supportive questions 	
2. Share	<ul style="list-style-type: none"> ● 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	<ul style="list-style-type: none"> ● 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	<ul style="list-style-type: none"> ● Challenges, attendance barriers ● Learning at home activities ● How to stay connected 	
5. Ask & Arrive at a Plan	<ul style="list-style-type: none"> ● 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.

	Key Points	Questions and Messages
1. Learn	<ul style="list-style-type: none"> ● Gather information ● Ask open-ended, supportive questions 	<i>What is your vision for _(student's)_ future? (ask parent and student)</i>
2. Share	<ul style="list-style-type: none"> ● Positive observations about student so far ● What you want students to accomplish this year ● One goal is helping students acquire good habit of attendance 	<i>_____ is such a good listener. We love having her (you) in our class.</i>
3. Inform	<ul style="list-style-type: none"> ● Progress you've seen (start positive) ● Areas where child is struggling ● Review report card & update parents on child's attendance ● Deliver appropriate attendance messages 	<i>_____ 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.</i>
4. Discuss	<ul style="list-style-type: none"> ● Challenges, attendance barriers ● Learning at home activities ● How to stay connected 	<i>What makes it hard for _____ to get to school?</i>
5. Ask & Arrive at a Plan	<ul style="list-style-type: none"> ● Are there any questions? ● Is there anything you can do to support a partnership between home and school? ● Make referrals to community resources 	<i>What questions do you have? How can I help you? Would it help you to work with...?</i>