**Experience-based Tips for Partnering with Parents of Transitioning Students**

**Pre-Parent Group Planning:**

1. Identify highly motivated Transition teachers from participating schools.
2. Ask those Transition teachers to invite highly motivated parents of transitioning students who are leaders.
3. Ask 1 and 2 to identify other key parents to invite.
4. Involve 1, 2 and 3 from the onset in planning.
5. Meet at places and times agreed to by consensus.
6. Make introductions and encourage relationship building.
7. Brief everyone on what happened at the previous meeting to get buy-in/comment.
8. Facilitate joint brainstorming.
9. Clarify anticipated outcomes of current meeting.
10. Build consensus by checking for all member comments on key decisions.
11. Clarify who will do what before the next meeting.
12. Welcome children to attend, as babysitters/respite care may not be available.
13. Set time/place of next meeting during current meeting.
14. Broaden the planning team so that if one parent must drop out, others are still involved and informed.
15. Take minutes of meeting outcomes and assignments for the next meeting.
Experience-based Tips for Partnering with Parents of Transitioning Students (Continued)

Parent Group Meeting Facilitation:

1. Assure that an experienced parent and a teacher facilitate each meeting together.
2. Facilitate parents identifying top priority topics for Parent Advocacy Group meetings.
3. Provide simultaneous Spanish Translation.
4. Frequently ask parents for their comments and input.
5. Assure that parents are doing at least 50% of the talking in each meeting.
6. Invite parents of older students to make comments to mentor parents of younger students.
7. Assure that parent leaders stay in a continuing leadership role in planning upcoming meetings.
8. Invite parents written and verbal feedback on the usefulness of the meeting to them and solicit suggestions for improvement.
9. Develop a phone tree to remind parents of meetings.
10. Assist students to write notes in class to take home to parents to remind them of meetings.
11. Provide refreshments during the meetings.
12. Provide door prizes.
13. Provide childcare so parents can focus on the meetings without interruption.
14. Take minutes of outcomes and pass them out at meetings.
15. Meet in a room that has direct access to an outside entry.

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