



## Tips on Information Sharing

One of our biggest challenges is providing information to all families who want it and need it. We hold workshops or meetings at our school buildings, but never reach that 100% attendance. We have to start viewing our “workshops” and “meetings” not only as a gathering of people in a specific location, but more importantly as the **informational content** that is shared at these events. And so, we must always ask and challenge ourselves how to make that information available to our entire school community.

### **Try This:**

- Use TRADITIONAL TOOLS. Place workshop handouts in communication folders that go home with students (ex. Wednesday folders, Friday folders)
- Summarize the workshop in the school newsletter
- Use the schools’ phone answering machine to summarize the information and conclusions from a workshop
- Posting details from workshops on the school website or in the community (i.e. community center, church, etc.) makes the information available to many families for a long period of time
- Get tech savvy. Record the training and post it on your website as a webinar. Make sure to include power presentation used during the event.
- Incorporate the content of a reading or math night into homework assignments to be done with the student’s families on the day before or after the event. (ex. Family biographies that require the student to interview a family member or community partner). This ensures that all families have the greatest potential of being engaged.

\*\*\*\* ATPs need to share meeting agendas, call for ideas and input, and summarize perspectives discussed and decisions that resulted from these meetings. The suggestions above can all be used to spread this wealth of knowledge.