## **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…?* |