

3 STEP GUIDE FOR **Parent-Teacher Conferences**

1

Introduce the MEtoBE report to student and parent

"Here is (child's name) MEtoBE Grade Level Readiness Report. It is a personalized booklet containing multiple data points that make up his/her grade level readiness score. Today, I will guide you through the booklet and we will focus on one specific segment. This copy will be yours to take home and review more in-depth."

2

Guide student and parent through the Overview section and select a segment of the report you would like to discuss with student and parent

"The first section is the Overview. It's a summary of the report's contents so that you can see how (child's name) is doing overall. The Overall Readiness Meter is a 5-point scale system that is visualized with colored badges, indicating (child's name)'s place on the scale of readiness. The meter on this page is the overall meter and you will also see smaller colored badges beside each chart in the booklet to help you quickly identify how (child's name) is doing in a specific area. By looking at the Multiple Measures Map, you can see that (child's name) is doing well in (high percentage area) because the chart has more color in this area. With this chart, you can also see areas for improvement such as (low percentage area) because there is less color and more white space in this area of the chart. Let's explore this segment in more detail by turning to that section of the booklet."

3

Conclude by presenting the Parent Resources section and inform parent about the Madera Unified website

"The last two pages of the report include Parent Resources. The page on the right includes a list of resources that Madera Unified offers as well as our Parent Resource Center locations. The back page of the report includes our district website where you can find more information about the report including some videos and content that has also been translated in Spanish."