



TIPS FOR USING THE BUILDING ON SUCCESSES TOOL

We know that it takes a team of dedicated people to rally around all students ensure their success. ***Building on Successes*** is a tool that enables parents and educators to capture important information about a child currently in a transition phase. With a vision in mind, and with a focus on strengths, this tool can help transfer knowledge from one team of educators to the next. The goal is to make sure everyone feels supported and informed about what they can do to support a student to be successful. This document is complementary to Ministry mandated transition documents and individual education plans.

Covid-19 has created all sorts of additional pressures for both parents and educators. This tool supports parents and educators to plan for successful transitions together. It is not meant to make work for anybody. This tool captures information about your child that may not be captured in their IEP. Here are some tips and strategies for parents to help set the stage for a positive conversation.

Scheduling a Meeting

- Send a short email to invite the educator to meet with you for 30 min. In the email, explain that you are seeking their expertise in planning for the following year and be clear what you are asking for. Keep the meeting to 30 min and offer to follow up by email. Or break it up and schedule two, twenty-minute meetings with them.
 - Start the process by filling in the information and knowledge that you and your child want to include. Remember, you're an expert on your child. Then, share this document with your child's teacher and use your time together to capture their experience and input also. It is not recommended that you just send a blank document and ask for it to be filled in.
 - Avoid meeting with educators during report card writing periods, or when end of year activities like graduation are happening. Holidays or before large events are also busy times for educators and should be avoided. Instead, consider pre-arranged times like parent-teacher interviews, IPRC meetings or just after report cards have been completed.
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At the Meeting

- Come to the meeting with some positive examples of how your child has been successful in the classroom. This will provide a starting place for your conversation.
 - In your discussion, share your vision for your child's high school experience and life after graduation. Discuss what they feel would help your child reach those goals.
 - Take notes! Having a proactive conversation is the priority. You can fill in the tool later and send it to them to look over and sign.
 - Follow up after the meeting with an email or card to say thank you for their time.
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