Students/Families Ask, Schools Answer Facilitator’s Guide

Audience

- *Future Kindergarteners Ask, Kindergarten Answers* – for families of future kindergarten students
- *5th Graders Ask, Middle School Answers* – for 5th grade students
- *Families of 5th Graders Ask, Middle School Answers* – for families of 5th grade students
- *8th Graders Ask, High School Answers* – for 8th grade students
- *Families of 8th Graders Ask, High School Answers* – for families of 8th grade students

Purpose

These forms provide an organized way to collect questions students and/or families have about transitioning to kindergarten, middle school or high school.

Logistics

**Distribution Options for Kindergarten Families**

- Make forms available at Kindergarten Round-Up. While students are being screened, families can complete the form questions.
- Forms can be used at the beginning of the year.

**Develop a partnership with the Middle School/High School**

- Contact the Middle/High School counselor’s office and speak to them about the proposed project. Ask if this could be a part of their elementary school visit.
- Partner with core curriculum teachers. All students will be taking these subjects and may have questions.
- Encourage parent organizations to partner by collecting questions, holding a joint meeting, and posting answered questions in correspondence, newsletters, and/or on websites.

**Distribution Options for 5th and 8th Graders**

- The form can be distributed by a counselor who visits the school during visitation day.
- If you hold a transition event, schedule a time where students can write down questions they may have that didn’t get answered during the event.
- As a class assignment, the 5th/8th grade teachers could pass out the forms and let the students write their questions, then compile a list of the questions to send to their receiving school. Be sure to check with the receiving school on who to send the forms to and how and when you can expect a response.

**Distribution Options for Families of 5th and 8th Graders**

- During a transition event, make forms available for families to complete.

**Getting Answers Back**

- During Kindergarten Round-Up, questions can be answered on the spot when the teacher brings the child back to the family waiting area. Or, questions and contact information can be collected and teachers can respond at an upcoming meeting or newsletter.
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- For counselor visits, the counselor can bring the forms back to the school. Organize current students and staff to answer questions and compile a Q & A sheet. This Q & A sheet can be sent to the schools that were visited for distribution to the appropriate grade-level.
- During a transition event, schedule time on the agenda for students/families to write questions and have time to answer them. Or, collect all questions, gather answers and create a Q & A sheet that can be mailed home or distributed back to their current school.