To Do List and Outline

Prior to PARCC Primer Event:

1. Reserve date and time for PARCC Primer event on school calendar. (The PARCC Primer outline allows for a 60-minute event. However, you can choose to plan and schedule time for a longer event.)

2. Arrange at least three staff, in addition to principal, to assist with event. Event requires staff from the following areas: mathematics, English language arts and technology. If possible, have a staff person take photos of the event to then place on your school’s webpage and social media outlets.

3. Send the attached PARCC Primer Parent Invitation to parents/guardians a week or two in advance of the event. Send a reminder a day or two before the event. The parent invitation can be edited to fit your school’s information and includes a place for an RSVP date.

4. What is needed:
   a. Position a table at the entrance of the event to hold handouts and sign-in sheet. A sample sign-in sheet and suggested handouts are provided. Be sure to distribute the handout entitled “PARCC Primer Flow Chart,” which offers an overview of the PARCC Primer activities. This flow chart is a Word document that has a color-coded graphic design of the activity stations. Each circle on the flow chart can be labeled by drawing a text box and inserting activity station locations and room numbers. The following are instructions for creating a text box:
      i. Open PARCC Primer Event Flow Chart.
      ii. Click on a circle and note appearance of box around circle.
      iii. Go to top of Tool Bar, where you will see “SmartArt Tools” in a purple tab.
      iv. Select “Format.”
      v. Go to left side of Tool Bar and select “Insert.”
      vi. Go to right side of Tool Bar and select “Text Box.”
      vii. Go to bottom of “Text Box” and select “Draw Text Box.”
      viii. Move mouse to graphic and left click (icon will appear), drag until your Text Box is the desired size. Click inside Text Box and type location/room number. Font can be adjusted in Text Box.
   b. Make copies of the flow chart handout once RSVPs are counted. Handouts are to be copied on colored paper or color-coded with marker or stickers. The suggested colors are: purple (for English language arts), orange (for the mini PARCC test) and green (for math). The PARCC Primer Flow Chart should be printed in color, if possible. The event evaluation form may be copied on white paper.
   c. Have a meeting space with chairs that is large enough to hold all participants. A microphone is recommended if the group is large.
   d. Reserve two classrooms and one computer lab. If your school does not have a computer lab, dedicate a space to house an adequate number of laptops so that a portion of the
group may sit down and take a sample PARCC test item. How to Take the Mini PARCC Sample Items handout is included and copies will need to be made.
e. Reserve a table for refreshments, if they are being offered.
f. Make copies of the PARCC Primer Evaluation Form, which is provided.
g. Email Holly Whisler at hwhisler@isbe.net with date of event.

To Do List Post PARCC Primer Event:

1. Collect evaluation forms and summarize feedback. Scan feedback summary and email to Holly Whisler at hwhisler@isbe.net.
2. Meet with event staff and discuss what went well with the PARCC Primer and what could be done differently for the next PARCC-related event. Summarize feedback and send to Holly Whisler at hwhisler@isbe.net.

PARCC Primer Event Outline – (Scheduled for 60 minutes. Your event may be longer.)

I. Introduction – Principal or Assistant Principal – 5 minutes
   • PARCC Primer Script for Introduction is included. Make sure parents have color-coded handouts that show the event flow chart with location of activities and timeframes indicated.
II. Event Overview (Participants rotate through three learning stations. Color-coded handouts indicate their station rotation.)
   • Mini PARCC Assessment Station with technology staff – 15 minutes
   • English language arts Close Reading Activity Station with English staff – 15 minutes
   • Math Activity Station with math staff – 15 minutes
   • Question-and-Answer Session with principal – 10 minutes or until questions are answered
     • Frequently Asked Questions about PARCC Assessments to help the principal or assistant principal during the Question-and-Answer Session.
     • 10 Things to Know About PARCC to inform school administrators and share with families as a handout.
     • Evaluation forms should be distributed and collected.
     • Provide parents with up to five other printed resources from our Parent Resources Handouts. These may include two ISBE fact sheets on the PARCC assessments, the 10 Things to Know About PARCC Assessments, the FAQ, and other material developed by the Illinois PTA and PARCC.
     • Direct families to the ISBE PARCC Primer Webpage under “Assessments” and “Hot Topics” on the ISBE web site, www.isbe.net.
III. Meet with event staff to evaluate your event and summarize your feedback.
IV. Scan and email completed evaluation forms to Holly Whisler at hwhisler@isbe.net.
V. A link to a brief survey will be sent to you at a later date to report your success.