Introduction Script

Description: The following is a sample script to begin the PARCC Primer event. The principal or assistant principal should welcome families with a brief introduction of perhaps no more than five minutes. The text may be edited to better address a particular school and audience. Participants should receive the flow chart handout upon arrival.

I. Introduction
   a. Welcome parents, families, students and staff, to the very first PARCC Primer event at our school. Thank you for attending this event and helping our students shine throughout the district. With this event being the first of its kind, your feedback will be highly valued and will help shape future PARCC Primer events in our district.
   b. I am (introduce yourself) and I would like to introduce the staff who are assisting us this evening (Introduce staff and their respective activity stations. For example, “Miss Smith is a third-grade teacher and will be assisting at our English language arts close reading station this evening.”)

II. Overview of event
   a. This evening we are here to have some fun, get some hands-on experience with the PARCC assessments and learn a bit about what goes on in the classroom. This is your opportunity to see things as your students see them and to ask questions as you have them. Since it’s not possible to cover everything in an hour, you will receive information at the close of the evening to take home so you can learn more about how learning is measured with the PARCC assessments.
   b. For the next 45 minutes, you’ll rotate through three stations: math, close reading and mini PARCC. Spend about 12-15 minutes in each station and then move to the next. The handout you received on colored paper corresponds with the activity stations. If you have a purple handout, you will start at the English Language Arts Close Reading Station, which is located in (insert classroom location and mention that the location of the stations is noted on the handout). If you have a green handout, you will start at the Math Station, which is (insert location here). And if your handout is on orange paper, you will begin at the Mini PARCC Station. (Depending on the number of participants and computer devices, it will be up to each school to decide where your participants will rotate for their second and third stations. Be sure to announce the direction of their rotation and indicate rotation pattern on handout, as well.) At (announce time), we will gather back here for a question-and-answer session. Once finished, please complete the brief evaluation form, put it on the table (announce location of table) and then take a packet that is specific to the grade level of your student(s).
   c. Please move to your first station and we’ll see you back here in 45 minutes. Have fun!