

# PARENT EVENT REPORT for (date) \_\_\_\_\_

Region / Site / Class: \_\_\_\_\_

Start Time: \_\_\_\_\_

Ending Time: \_\_\_\_\_

Staff in Attendance: \_\_\_\_\_

Policy Council Members in Attendance: \_\_\_\_\_

# of Adults Attending: \_\_\_\_\_

# of Children Attending: \_\_\_\_\_

## Parents Involved In Running This Meeting

Parent Name

Activity / Role

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PC Report  
Facilitator  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## FAMILY LITERACY or D.A.P. Activity

Presenter: \_\_\_\_\_

Topic: \_\_\_\_\_

## Topics of Discussion

1) Parent Education Topic

discussion

decision

vote

Presented By: \_\_\_\_\_

Describe: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2) Other: \_\_\_\_\_

discussion

decision

vote

Presented By: \_\_\_\_\_

Describe: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3) **Other:**

Presented By: \_\_\_\_\_

Describe: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4) **Other:** \_\_\_\_\_

discussion

decision

vote

Presented By: \_\_\_\_\_

Describe: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

5) **Other:** \_\_\_\_\_

discussion

decision

vote

Presented By: \_\_\_\_\_

Describe: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

6) **Other:** \_\_\_\_\_

discussion

decision

vote

Presented By: \_\_\_\_\_

Describe: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Next Meeting Date and Time:** \_\_\_\_\_

**ATTACHMENTS**

- ◆ Meeting agenda
- ◆ Minutes (if taken)
- ◆ Parent and child attendance sheets
- ◆ Copy of any handouts given