



Trenton Public Schools

Guidelines for Parent Information Center for the Opening of School

Each school will establish a temporary Parent Information Center which will be in operation effective September 1, 2016 for the first two weeks of school between the hours of 9 a.m. and 1 p.m. This proactive measure will be taken in an effort to provide parents and/or guardians with any necessary information related to the district and student enrollment expeditiously within the school building itself. What follows are the guidelines for establishing the Parent Information Center.

1. Staffing:

To address parent/guardian questions:

Parent Liaison, Guidance Counselor, ESL teacher, and Nurse (if possible). *Bilingual staff is a plus when possible.

2. Additional Staffing:

- a. To assist with students who may have arrived at the wrong school (as no child should be sent home without a parent or guardian): Special Area Teacher, Math Leader, Literacy Leader, etc.
- b. Consider assigning parent liaison or community partners to assist the above mentioned staff with the children who may have arrived at the wrong school.
- c. Designate a classroom for these children.

3. Location and Set Up:

1. Designate a location that will provide space for tables, parents, and is close to the school entrance.
2. Set up at least 2 tables with the following signs:
(Last Names A – I), (Last Names J – P) and (Last Names Q – Z)
3. At least 3 people should be at these tables and each should have an alphabetical district student roster. This will allow for parents / guardians to receive accurate school enrollment information easily. Staff should use power school to verify programs, i.e. bilingual/ESL. Before giving a transfer to a bilingual/ELL student please check with school or bilingual department to assist with the placement. The bilingual department staff will be a part of the Central Office Parent Information Center. **Phone 609-656-4900 Extensions 5768/5788/5457**
4. Three copies of the alphabetical district roster will be provided to each school along with a sign-in sheet for both the parents and any students who may have arrived at the wrong school.

*** A Central Office version of the Parent Information Center will also be established from 9 a.m. to 2 p.m. in the Ellis Auditorium of Trenton Board of Education 108 N. Clinton Avenue.**