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**Parent Resource Center Report to SEAC
January 13, 2023**

The Anne R. Lipnick Special Education Family Resource Center, also known as the Parent Resource Center or the PRC, is located in Room 134 of the Minnie Howard Campus of T.C. Williams High School, 3801 W. Braddock Road, Alexandria, VA 22302. The Parent Resource Center is open every school day from 8:30-3:30. The PRC offers the following services, at no cost, to anyone who lives, works or goes to school in the City of Alexandria:

- A lending library with over 500 books and DVDs on a variety of disabilities and parenting issues;
- A list of service providers in the community, such as speech therapists, math tutors and respite care providers;
- Support groups for parents, titled *Monthly Conversations*;
- A workshops series for parents on various disabilities and general parenting topics;
- Individual confidential consultations to help parents understand their child's special education services and to support them with the challenges of raising a child with a disability or learning difference.

The following is a summary of Parent Resource Center activity for the months of November, and December, 2022.

I. PRC Contacts:

- A.** For PRC data recording purposes, a "contact" has traditionally been communication **initiated** by a parent, staff member or community member with the PRC, either by phone, email or in-person meeting.
- B.** In September, 2018, The Virginia Department of Education expanded its definition of "contact" to also include communication initiated by PRC staff to individual parents, ACPS staff or members of the Alexandria Community. Consequently, numbers of contacts increased significantly over that of previous years, reflecting this change. However, in November, 2019, the DOE provided additional guidelines regarding PRC data collection. Specifically, when PRC staff initiate email contact to multiple recipients via a single email, the DOE counts this as a single contact, whereas formerly, it was counted it as multiple contacts. This change, too, will again alter the numbers of PRC contacts by decreasing them significantly.

C. Comparison of PRC use for 2018-2019 through 2022-2023 School Years

MONTH	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023
August	128 (PRC opened 8/6). includes data from summer	349 (PRC opened 8/5). Includes data from summer	272 (PRC opened 8/3). Includes data from summer	301	229
September	290	620	373	341	177
October	375	936	460	362	301
November	179	621	327	305	352
December	163	339	282	154	167
January	568	500	399	171	
February	617	487	410	206	
March	804	160 (Mar. 1-13)	492	343	
April	261	No data collected	376	248	
May	566	No data collected	309	289	
June	207 (data is through 6/20 and the end of the school year)	No data collected	221	89	
TOTALS	4194	4012	3158	2809	

- D.** Contact data for August: parents (68), students (5), ACPS staff (137), community members (19). Contacts via email (197). Contacts by phone (26), in-person (2) and Zoom (4). In person contacts were made outside of the school building.
- E.** Contact data for September: parents (47), students (1), staff (102), community members (27). Contacts via email (139), phone (26), in-person (8), Zoom (4). In person contacts were made outside of the school building.
- F.** Contact data for October: parents (75), students (2), staff (197), community (27)
- G.** Contact data for November: parents (78), ACPS staff (232), community (42)
- H.** Contact data for December: parents (54), staff (91), community (22)
- I.** Top disability areas for August: ASD (27), ED (6), ADHD (4), MD (2)
- J.** Top disability areas for September; ASD (21), MD (5), ADD (2)
- K.** Top disability areas for October: ASD (20), LD (4), (OHI) (2)
- L.** Top disability areas for November: ASD (29), ED (1), LD (1)
- M.** Top disability area for December: ASD (20), ADHD (6), Speech (2)

- N.)Top reasons for contacting PRC in August: PRC resources (105, Community resources (23), IEP (20) community resources (30), IEP (23)
- O. I. Top reasons for contacting PRC in September: PRC resources (68), Community resources (50), workshops (45)
- P. Top reasons for contacting PRC in October: workshops (107), PRC resources (93), community resources (28)81),
- Q. Top reasons for contacting PRC in November: workshops (171), PRC resources (81), Community resources (30)
- R. Top reasons for contacting PRC in December: workshops (73), PRC resources (32), Community resources (29) **Family Engagement Workshops and Transition Fair**
- a. During normal school years, ACPS staff members are welcome and encouraged to attend workshops. Each workshop in the Family Engagement series is built into PLMS as course 15152, and staff can receive re-certification points for attending.
 - b. All ACPS workshops are free, but registration is required, for planning purposes. Workshops may be cancelled for insufficient registration.
 - c. PRC staff members have consulted with PRC staff in Arlington, Fairfax, Stafford, Loudoun and Prince William to see if ACPS PRC cancellation policies were in concert with those of other Northern Virginia PRCs. Each PRC concurs: if a workshop is being presented by an in-house, school division staff member, the workshop will go forward, even if only one person has registered. However, there must be a minimum of ten registrants for a workshop to go forward, where there is an outside presenter. Workshops will be cancelled 48 hours prior to the workshop, if there is insufficient enrollment by that time.
 - d. The majority of workshops are presented in a virtual format. Workshops are recorded and archived, so that people who missed the original presentation may view it later.
 - e. Data about the number of parents using the services of an interpreter is not available for the webinars. However, the webinars are set up so that Spanish, Amharic, Arabic and Dari interpreters automatically provide interpretation for any parent who needs it during the webinar.
 - f. It is not possible to collect data evaluating the workshops in the webinar format.
 - g. On November 14, Ms. Reese presented *Holiday Tips and Strategies for Families of Students with Disabilities* to fourteen parents attending the Amharic group meeting.

- h. Dr. Craig Peppers presented *The 5-Step Process to Improve Your Child's Strength, Coordination and Mobility While at Home During a School Break* on November 16.
- i. Ms. Reese presented *An Overview of the Anne R. Lipnick Special Education Parent Resource Center: A Presentation to PTAC* to the members of PTAC on November 16. There were nineteen people attending.
- j. On November 17, Ms. Reese presented *Holiday Tips and Strategies for Families of Students with Disabilities* at a Principal's Coffee at the Early Childhood Center. Ten parents attended.
- k. Ms. Reese presented *Planning for the Future* to parents of secondary Citywide students. The workshop focused on supports like Medicaid waivers and legal authority. Five parents attended.
- l. Amy Creed, ACPS Career and Transition Services Coordinator presented *Building Self-Advocacy: Self-Determined IEPs* on Monday evening, December 5 and Tuesday afternoon, Dec. 6. A total of seven parents attended.
- m. Ms. Reese presented *Holiday Tips and Strategies for Families of Students with Disabilities* at the John Adams Principal's coffee on 12/16. Seventeen parents attended.

III. Raising Awareness of PRC/Community Outreach

- a. 11/14 presentation to Charles Barrett staff re services of PRC (JGR)
- b. 12/1 meeting with Ana Bonilla about Spanish language meeting for parents at MH to be held in spring. (JGR)
- c. 12/15 meeting with Chris Fuller re creation of resource for preparing for the future. (JGR)

IV. Support Groups, Pop Up PRCs, and PRC Office Hours

- a. The support groups have been rebranded as "Monthly Conversations."
- b. PRC staff have offered no *Monthly Conversations*, PRC Pop-Ups or PRC Office Hours since the schools shut down in March, 2020. PRC staff do not view Zoom as a vehicle suited to maintaining the confidentiality required.

V. Library

Although the PRC library is closed to parents for browsing, it is still possible to borrow books. PRC staff offered books to school libraries for use in their October Disability History Awareness displays.

VI. Facebook and Twitter

Parents are encouraged to “like” the PRC Facebook page found at *The Anne R. Lipnick Special Education Parent Resource Center*. The PRC no longer has a Twitter account. In December, there were 678 followers to the Facebook account.

VII. Mail Chimp and Parent Square

The use of Mail Chimp has been discontinued. PRC staff will be using Parent Square as a means of distributing information about PRC and community events

VIII. PRC Webpage

Schools were able to use the resources listed on the PRC webpage when planning Disability History Awareness Month activities in October.

IX. Other Technology

The PRC intake form has now been converted to an electronic form housed on the Google drive. As a result, PRC team members and visitors to the PRC will have the ease of using a laptop to complete the form in a paperless format, increase efficiency, and maximize resources to collect and analyze the data required by the Virginia Department of Education. The launch and implementation of this tool began on Nov. 1, 2018. To date, the Google drive houses cumulative data representing all intake forms.

X. Connect for Success Symposium

PRC staff attended the annual *Connect for Success Symposium* in Virginia Beach September 13 and 14.