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**Parent Resource Center Report to SEAC
November 9, 2021**

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 month of October, 2021.

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 2013-2014 through 2018-2019 School Years

MONTH	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022
August	49 (PRC opened 8/21). Includes data from summer	54 (PRC opened 8/22). Includes data from summer	70 (PRC opened 8/4). includes data from summer	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
September	139	91	90	290	620	373	341
October	136	119	168	375	936	460	362
November	139	149	152	179	621	327	
December	70	87	93	163	339	282	
January	98	172	202	568	500	399	
February	130	152	188	617	487	410	
March	124	181	138	804	160 (Mar. 1-13)	492	
April	125	127	213	261	No data collected	376	
May	62	149	186	566	No data collected	309	
June	69 (data is through 6/24 and the end of the school year)	66 (data is through 6/22 and the end of the school year)	79 (data is through 6/20 and the end of the school year)	207 (data is through 6/20 and the end of the school year)	No data collected	221	
TOTALS	1141	1347	1579	4194	4012	3158	

D. Contact data for October: parents (76), students (0), ACPS staff (239), community members (47). Contacts via email (320). Contacts by phone (42). There were no in-person contacts due to restriction of public access.

E. Top disability areas for Oct.: ASD (27), ADHD (7), LD (4), Speech (2).

F. Top reasons for contacting PRC in Oct.: Workshops (132), PRC resources (80), Community resources (61), IEP (29), Strategies (28)

II. Family Engagement Workshops

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. During 2020-2021, all workshops were presented in a virtual format. The first several were presented in collaboration with FACE. All workshops from November 18 forward were presented independent of FACE. The workshops were 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 and Arabic 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. Dr. Davis and Ms. Reese kicked off this year's workshop series with *Strategies for a Good Start to the School Year for Students with Disabilities*, presented to Arabic speaking families on Oct. 18, with seventeen participants in the live webinar.
- h. Dr. Davis and Ms. Reese presented the same live webinar to Spanish speaking families on Oct. 25. Seven people attended the live webinar.

III. Raising Awareness of PRC/Community Outreach

- a. 10/6 meeting with Amy Creed re transition. (JGR, CPD)
- b. 10/8 meeting with Sadie Padilla re Spanish language information sessions (JGR, CPD)
- c. 10/21 meeting with Erica Doody, Amy Creed re webinar (JGR, CPD)
- d. 10/25 meeting with Amy Creed re transition (JGR, CPD)
- e. 10/28 meeting with Erica Doody re webinar (JGR, CPD)

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. As of September 30, school librarians have borrowed thirty books from the PRC library.

VI. Facebook and Twitter

Parents are encouraged to “like” the PRC Facebook page found at *The Anne R. Lipnick Special Education Parent Resource Center*. There were 676 Facebook subscribers in October and 126 for Twitter in October. (LearnwiththePRC). Beginning the first week of March, 2019, the PRC implemented a new initiative called *Terminology Tuesdays*. The purpose of the initiative is to poll parents for troubling terminology used in the field of Special Education and define the terms in a practical way to increase understanding, comfort and utilization.

VII. Mail Chimp

The PRC uses Mail Chimp as a means of distributing information about PRC and community events, usually on a weekly basis, at a minimum. People receiving PRC mailings through Mail Chimp have the option of unsubscribing. In October, there were 2801 people receiving mailings through Mail Chimp. The PRC Mail Chimp list has been merged with the account sponsored by the ACPS School Division, because it was approaching the 2000 member limit. As a result of the merger, the Mail Chimp list will continue to send messages without interruption.

VIII. PRC Webpage

Schools will be able to use the resources listed on the PRC webpage when planning Disability History Awareness Month activities in October. The website is regularly updated to reflect new resources. In October, there were 901 viewings.

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.