

Focus Group Planning Worksheet

School: _____

Think, Pair, Share:

1. Who do I regularly talk to about our school?
2. Who else do I have access to that I could engage in conversation about our school?
3. Who could I deliver to a focus group session?

What needs were identified for 2012-13 that can be carried over for 2013-14? Are there any additional needs that have been identified specifically for 2013-14?

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How will you convene the following stakeholder groups to gather input and opinions? It may be the same for all groups. Who will be in charge of convening and facilitating each group?

Parents	
Students	
Teachers	
School Staff	
Other	

What Goal Areas will be most important to explore in the focus group sessions?

Focus groups are conversations that may take unexpected turns. But, what questions will we commit to asking at each focus group?

<input type="checkbox"/> What are the top two areas in which our school excels?	<input type="checkbox"/>
<input type="checkbox"/> What do you feel is the greatest area for growth at our school?	<input type="checkbox"/>
<input type="checkbox"/> What academic programs or areas do you think are most important for our school?	<input type="checkbox"/>
<input type="checkbox"/> What issues about school climate (safety, family-friendly, student interactions, school events) are most important to you?	<input type="checkbox"/>