**Essential Questions for Focus Group Interviews**

**Stakeholder Group: Parents**

**Instructions**

* The questions below are required as a part of the process.
* Identify one of your team members to record the responses of stakeholders in the focus group paying attention to the information shared and the sources of their responses (evidence, conversations, observations, etc). Ask them to record the number of stakeholder participants in the section at the end.
* Introduce yourself and team members and identify the purpose of the focus group and how the process will be carried out.
* As the lead interviewer, it may be appropriate for you to define the levels of impact for each set of questions.
* Honor the time allotted.

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| **Engagement:** The level of involvement and frequency stakeholders engage in activities that support the desired practices, processes or programs. |
| * Have you been part of the school’s institution’s improvement planning process? If so, describe your role. If not, do you know about the improvement plans?
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| * Tell us ways in which you are engaged in decision-making or providing feedback/input to improve the school/institution.
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| * In what ways are you involved in your child’s education every day?
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| **Implementation**: The quality and fidelity of desired practices, processes, or programs are being implemented and monitored. |
| * What programs are in place that makes this school/institution an effective learning institution for your child?
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| * What are the common practices implemented at this school/institution to ensure parents stay informed about events, meetings, achievement, challenges, etc?
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| **Results**: The establishment of metrics and the collection and analysis of data and evidence to demonstrate achievement of the desired result(s). |
| * How do you know your child is learning and his/her needs are met?
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| * How well are the school/institution performing overall and what types of data are shared with you about its overall performance?
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| **Sustainability:** Results achieved consistently demonstrate growth and improvement over time. |
| * How do you know student learning is improving from one year to the next?
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| * Have you noticed changes in the school/institution the past couple of years? What are some changes that have made the school better?
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| **Embeddedness:** The desired practices, processes, o programs are deeply ingrained in the culture and operation of the institution. |
| * When you think about this school/institution, what are some things that come to mind that everyone is expected to know and do? (“This is the way we do things around here…”).
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| * From your perspective, what are some practices or programs that are considered part of the school’s/institution’s culture?
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| * What are some words you would use to describe this school/institution when you talk to parents who have children at other schools/institutions?
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| Total Number Stakeholders in Group |
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