









Family Advocacy Toolkit Handouts

1. Advocacy Quick Cards: The 5 Steps to Advocacy

Use these cards as a quick guide when preparing to speak up for your child. Each step walks you through gathering information, preparing your ask, and working with the school to find solutions. Keep them handy for meetings, calls, or emails to stay focused and confident.

<p style="text-align: center;">THE 5 STEPS to Advocacy</p> 	<p style="text-align: center;">Step 1: <u>Starting at Home</u></p> <p>Talk with your child first to understand the issue.</p> <p>Ask: “What happened?” “How did it make you feel?”</p> 	<p style="text-align: center;">Step 2: <u>First Step at School</u></p> <p>Contact the teacher respectfully and share what you’ve observed.</p> <p>Ask: “Can we talk about strategies to support my child?”</p> 
<p style="text-align: center;">Step 3: <u>Escalation</u></p> <p>If there’s no progress, contact the principal.</p> <p>Say: “I’d like to discuss next steps for additional support.”</p> 	<p style="text-align: center;">Step 4: <u>Take Action: Prepare & Ask</u></p> <p>Prepare for meetings (data, examples, questions).</p> <p>Clearly state your request: “I’m asking for...”</p> <p>Confirm next steps in writing.</p> 	<p style="text-align: center;">Step 5: <u>Accountability</u></p> <p>Follow up after one to two weeks.</p> <p>Celebrate progress and revisit plans as needed.</p> 



2. Advocacy Do's and Don'ts

This table highlights practical communication tips for productive advocacy. Learn what to do and what to avoid so your voice is heard, your message is clear, and your partnership with the school stays positive and solution-oriented.

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ADVOCACY DO'S & DON'TS

DO	DON'T
Ask questions and listen first	Make assumptions or place blame
Stay calm and document conversations	Rely only on memory
Express appreciation for effort	Assume no one cares
Confirm agreements in writing	Skip follow-up

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