

## The 3R's of Accountability Requirements, Requests and Recommendations

*Use this guide to evaluate what you require and request from students and parents and what you recommend.*

**Requirements:** Highest stakes. A requirement is non-negotiable, except in extreme circumstances.

**Requests:** Medium stakes. A request is important, but not urgent. It is something you strongly suggest, but if the student or parent doesn't do what you asked, you can still move forward.

**Recommendations:** Low stakes. A recommendation is a suggestion. It's beneficial if the student or parent does what you recommend, but if they don't, nothing terrible happens.

*When deciding whether to require, request or recommend something, consider your authority and responsibility in the matter. Can you back up what you are asking for?*

### Requirements

Describe one thing you require from students or parents.

Why is this a requirement, rather than a request or recommendation?

What happens if a student does not follow through? What are the consequences?

What happens if a student does follow through? What are the benefits?

How does it affect you if the student doesn't follow through on this requirement?

How/when do you communicate this requirement to students and parents? Why? How do you confirm that they understand and agree?

What would happen if this were changed to a request (lower stakes) or a recommendation (very low stakes)? How would that affect the rest of your process and your work with this student?

## Requests

Describe one thing you request from students or parents.

Why is this a request, rather than a requirement or recommendation?

What happens if a student does not follow through? What are the consequences?

What happens if a student does follow through? What are the benefits?

How does it affect you if the student doesn't follow through on this request?

How/when do you communicate this request to students and parents? Why? How do you confirm that they understand and agree?

What would happen if this were changed to a requirement (higher stakes) or a recommendation (lower stakes)? How would that affect the rest of your process and your work with this student?

## Recommendations

Describe one thing you recommend that students do.

Why is this a recommendation, rather than a requirement or a request?

What happens if a student does not do this? What are the consequences?

What happens if a student does do this? What are the benefits?

How does it affect you if the student doesn't follow through on this recommendation?

How/when do you communicate this recommendation to students and parents? Why? How do you confirm that they understand and agree?

What would happen if this were changed to a request (slightly higher stakes) or a requirement (much higher stakes)? How would that affect the rest of your process and your work with this student?