**Georgia Department of Education**

**Parental Involvement Compliance and Parent Notification Checklist**

**(Checklist with Examples of Required Documentation)**

Title I, Section 1118 of the Elementary and Secondary Education Act of 1965 (ESEA) requires that each school receiving Title I, Part A funds implement programs, activities, and procedures for the involvement of parents in programs assisted under Title I, Section 1118.

**LEA/District: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |
| --- | --- | --- | --- |
| **1. RESERVATION OF FUNDS – LEA** | | | |
| **Indicator** | **Documentation** | **Met Not Met NA** | **Notes** |
| 1. Each local educational agency shall reserve not less than 1percent of its Title I, Part A allocation for parental involvement, including promoting family literacy and parenting skills (unless allocation is $500,000 or less) and the LEA will ensure that not less than 95 percent of the one percent reserved goes directly to the schools.  *Section 1118 (a)(3)(A)(C)* | * Bookkeeping record of related expenditures * Consolidated application set – aside tab * Districtwide Parent Activity Project Assurance forms |  |  |
| 2. Parents of children receiving services under this part shall be involved in the decisions regarding how funds reserved are allotted for parental involvement activities.  *Section 1118(a)(3)(B)* | * Letters * Parent surveys * Flyers or invitations to meetings * Dated meeting minutes * Dated agendas * Dated sign-in sheets * Record of parent feedback * Expenditures for parental involvement |  |  |

| **2. WRITTEN PARENTAL INVOLVEMENT POLICY – LEA & SCHOOL** | | | |
| --- | --- | --- | --- |
| **Indicator** | **Documentation** | **Met Not Met NA** | **Notes** |
| 1. Develop jointly with, agree on with, and distribute to parents of children a written district and school parental involvement policy.  *Section 1118 (a)(2) and (b)(1)* | * Revised parental involvement policy and plan with month, date, and year as well as the school year date. * All correspondence to parents (letter, webpage, newsletter and/or social media to show policy/plan is distributed in multiple ways and that all parents had the opportunity to provide input) * Parent surveys * Dated agendas * Dated sign–in sheets (indicating person’s role and/or title) * Dated meeting minutes * Written process on how the school collects and reviews the effectiveness of the parental involvement plan and policy * Student handbook |  |  |
| 2. Involve parents in the joint development of the plan under Section 1112, and the process of school review and improvement under Section 1116  *Section 1118 (a)(2)(A)* | * Parent letters * Survey results * Dated agendas * Dated sign-in sheets (indicating person’s role and/or title) * Dated meeting minutes * Flyers or invitations to meetings |  |  |
| 3. Parents shall be notified of the policy in an understandable and uniform format and, to the extent practicable, provided in a language the parents can understand.  *Section 1118 (b)(1)* | * All correspondence to parents (letter, webpage, newsletter to show policy/plan is distributed in multiple ways, in family – friendly language, and translated) * Student handbook |  |  |
| 4. The revised and completed school parental involvement policy shall be distributed to parents in multiple ways and be made available to the local community as well as updated periodically to meet the changing needs of parents and the school.  *Section 1118 (b)(1)* | * Parental involvement policy with revision date (month/date/year) * Dated sign-in sheets (indicating person’s role and/or title) * Meeting agendas * Flyers * Webpage * Parent surveys * Student handbook * Letters |  |  |
| 5. If the plan under section 1112 or the schoolwide program plan is not satisfactory to the parents of participating children, the school shall submit any parent comments with such plan to the LEA.  *Section 1118 (c)(5)* | * Comments from parents * Parent surveys |  |  |

| **3. POLICY INVOLVEMENT – LEA & SCHOOL** | | | |
| --- | --- | --- | --- |
| **Indicator** | **Documentation** | **Met Not Met NA** | **Notes** |
| 1. Involve parents in the activities of the schools served under this part.  *Section 1118 (a)(2)(F)* | * Dated agendas * Flyers announcements * Dated sign-in sheets (indicating person’s role and/or title) * Letters to parents * Record of parent feedback |  |  |
| 2. Convene an annual meeting, at a time convenient for parents, to ensure that all parents of participating children learn about their school’s participation in Title I programs, requirements and the right of parents to be involved.  *Section 1118 (c)(1)* | * Dated meeting agendas * Dated sign-in sheets (indicating person’s role and/or title) * Dated meeting minutes * Flyers, invitations, marquee, webpage * Presentations |  |  |
| 3. Schools must invite to this meeting all parents of children participating in Title I programs and encourage them to attend.  *Section 1118 (c)(1)* | * Flyers, invitations, marquee, webpage * Newsletter * Newspaper article * Announcements * Photographs (i.e. school marquee) |  |  |
| 4. Schools must offer a flexible number of meetings, such as in the morning or evening, so that as many parents as possible are able to attend.  *Section 1118 (c)(2)* | * Dated meeting agendas * Dated sign-in sheets indicating person’s role and/or title * Dated meeting minutes * Flyers, invitations, marquee, webpage |  |  |
| 5. Schools shall involve parents in the planning, review, and improvement of Title I programs, including the school parental involvement policy and the Title I schoolwide program plan/school improvement plan.    *Section 1118 (c)(3)* | * All correspondence to parents (letter, webpage, newsletter, flyers, and/or social media to show that all parents had the opportunity to provide input) * Parent surveys * Dated agendas * Dated sign–in sheets (indicating person’s role and/or title) * Dated meeting minutes |  |  |
| 6. Schools shall provide parents of participating students timely information concerning:   1. Description and explanation of the school’s curriculum 2. Individual student assessment results and interpretation of those results 3. Assessments used to measure student progress and the proficiency levels the students are expected to meet   *Section 1118 (c)(4)(A)(B)* | * All correspondence to parents (letter, webpage, newsletter, flyers, and/or social media) * Parent surveys * Dated agendas * Dated sign–in sheets (indicating person’s role and/or title) * Dated meeting minutes * Presentations * Brochures |  |  |
| 7. If requested by parents, schools shall provide opportunities for regular meetings to formulate suggestions and to participate in decisions relating to the education of their children, and respond to any such suggestions as practicably as possible.  *Section 1118 (c)(4)(C)* | * Parent surveys * Dated meeting agendas * Dated meeting minutes * Evaluations * Parent feedback/requests |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **4. ANNUAL EVALUATION – LEA & SCHOOL** (While the annual evaluation is an LEA requirement, schools assist in the evaluation process as they are also required to involve parents in the review and improvement of the schoolwide program and the school parental involvement policy.) | | | |
| **Indicator** | **Documentation** | **Met Not Met NA** | **Notes** |
| 1. Conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of the parental involvement policy in improving the academic quality of the schools served under this part, including:   1. Identifying barriers to greater participation by parents in activities, with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or minority background. 2. Use the findings of such evaluations to design strategies for more effective parental involvement, and to revise, if necessary, the parental involvement policies described in this section.   *Section 1118 (a)(2)(E)* | * Parent evaluations and surveys * Summary of results * Dated agendas * Dated sign–in sheets (indicating person’s role and/or title) * Dated meeting minutes documenting discussions regarding evaluation results, recommendations and revisions * Parent feedback from LEA or school meetings, workshops, conferences, advisory councils, and evaluation meetings * Newspaper advertisements * Revised LEA and school plans reflecting revisions * Written description of the LEA's process to collect and review the effectiveness of the LEA parental involvement plans and practices. |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **5. SCHOOL-PARENT COMPACTS – LEA & SCHOOL** (While the development of school-parent compacts is a component of the school level parental involvement policy, LEAs are required to ensure that school-parent compacts are correctly developed.) | | | |
| **Indicator** | **Documentation** | **Met Not Met NA** | **Notes** |
| 1. Schools shall develop jointly with parents for all children a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement.  *Section 1118 (d)* | * Written procedure for school and parents to create, revise, and sign the compacts * Evidence that the school-parent compact was developed jointly with parents (e.g. meeting agendas, meeting minutes, sign-in sheets, correspondence) * Copy of school-parent compacts signed and dated by each parent, student, and a school representative with all necessary compact components. Signatures can be on   the school-parent compact or a  school-parent compact coversheet that  explains the compact’s purpose and is  attached to the school-parent compact received  by the parent.   * Evidence that the school-parent compact was shared and utilized as a tool with all parents of students receiving Title I services |  |  |

| **6. BUILDING CAPACITY – LEA & SCHOOL** | | | |
| --- | --- | --- | --- |
| **Indicator** | **Documentation** | **Met Not Met NA** | **Notes** |
| 1. Provide the coordination, technical assistance, and other support necessary to assist participating schools in planning and implementing effective parent involvement activities to improve student academic achievement and school performance.  *Section 1118 (a)(2)(B)* | * Letters and surveys * Flyers and announcements * Dated professional development meeting agendas and minutes * Dates sign-in sheets (indicating person’s role and/or title) * Training materials * Communication to schools that discusses materials and resources on effective parent involvement (emails, letters, memos, flyers) * Samples of communication to schools on parental involvement requirements, related parent consultation and participation in school improvement and in the development of schoolwide programs, and timeline for parent notifications. |  |  |
| 2. Provide assistance to parents of children served under this program in understanding:   1. State’s academic content standards and student performance standards. 2. State’s student academic achievement standards 3. Components of a schoolwide program, if applicable. 4. Components of a targeted assistance school program, if applicable. 5. State and local assessments including alternate assessments 6. Requirements of Title I, Part A 7. Ways parents can monitor their children’s progress and work with educators to improve the academic achievement of their children.   *Section 1118 (e)(1)* | * Newspaper articles and/or media announcements * Schedule of parent education activities, trainings, classes, workshops, etc. * Newsletters * Flyers or announcements * Brochures * Copies of handouts * Dated agendas * Dated sign–in sheets from parent education activities (indicating person’s role and/or title) * Copies of evaluation forms * List of materials for meetings |  |  |
| 3. Provide materials and training to help parents to work with their children to improve their children’s achievement, such as literacy training and using technology, as appropriate, to foster parental involvement.  *Section 1118 (e)(2)* | * Dated agendas * Dated sign–in sheets * Flyers and announcements * Dated meeting minutes * Training materials * Record of parent feedback |  |  |
| 4. Educate teachers, pupil services personnel, principals and other staff, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between home and school.  *Section 1118 (e)(3)* | * Dated agenda from staff professional development * Dated meeting minutes * Staff surveys * Documentation of staff attendance * Copy of professional development materials * Evidence of how staff implements professional development activities/staff assignments * Communication to school faculty and staff that discuss materials and resources on effective parent involvement (emails, letters, memos, flyers, brochures, tip sheets) |  |  |
| 5. Coordinate and integrate parental involvement programs, activities and strategies with Head Start, Reading First, Early Reading First, Even Start, Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, and public preschool and other programs, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children.  *Section 1118 (e)(4)* | * Dated agendas * Dated meeting minutes * Dated sign– in sheets (indicating person’s role and/or title) * Partnership contracts * Letters of correspondence * Notification of meetings * Written process * Parent Resource Center checkout list |  |  |
| 6. Ensure that information related to school and parent programs, meetings, and other activities is sent to the parents of participating children in a format and, to the extent practicable, in a language the parents can understand.  *Section 1118 (e)(5)* | * List of translators’ contact information * Copy of handbook, school policy and plan, flyers, newsletters or other correspondence to parents translated and/or in parent friendly language |  |  |
| 7. Provide such other reasonable support for parental involvement activities under this section as parents may request.  *Section 1118 (e)(14)* | * Survey responses from parents * Parent feedback forms * School plan reflecting revisions * Written procedures on how school addresses parent requests for parental involvement activities * Additional parent engagement activities |  |  |
| 8. Involve parents in the development of training for teachers, principals, educators to improve the effectiveness of the training.  *Section 1118 (e)(6)*  (OPTIONAL) | * Dated agendas * Dated sign–in sheets (indicating person’s role and/or title) * Letters and emails to parents * Training materials * Training development and planning session minutes |  |  |
| 9. Provide necessary literacy training from funds received under this part if the local educational agency has exhausted all other reasonably available sources of funding for such training.  *Section 1118 (e)(7)*  (OPTIONAL) | * Dated agendas * Dated sign–in sheets * Flyers and announcements * Dated meeting minutes * Training materials |  |  |
| 10. Pay reasonable and necessary expenses associated with local parental involvement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions.  *Section 1118 (e)(8)*  (OPTIONAL) | * Calendar or schedule of events * Newsletters, flyers, announcements or letters * Dated meeting minutes * Dated agendas * Dated sign–in sheets * Records of expenditure or funds for transportation and/or child care |  |  |
| 11. Train parents to enhance the involvement of other parents.  *Section 1118 (e)(9)*  (OPTIONAL) | * Dated agendas * Dated meeting minutes * Dated sign–in sheets * Letters to parents * Training materials |  |  |
| 12. Arrange school meetings at a variety of times, or conduct in-home conferences between teachers or other educators, with parents who are unable to attend such conferences at school.  *Section 1118 (e)(10)*  (OPTIONAL) | * Calendar or schedule of events * Newsletters, flyers, announcements, or letters * Dated meeting minutes * Dated agendas * Dated sign–in sheets * Home visitation forms with dates, purpose and results |  |  |
| 13. Adopt and implement model approaches to improving parental involvement.  *Section 1118 (e)(11)*  (OPTIONAL) | * Documentation outlining model approach * Research materials * Implementation evidence of model approaches with parents to increase parental involvement (activity sheets, emails, letters, parent feedback) |  |  |
| 14. Establish a districtwide parent advisory council to provide advice on all matters related to parental involvement in programs under this section.  *Section 1118 (e)(12)*  (OPTIONAL) | * Newspaper articles and media announcements * Letters, flyers, emails, or announcements * Dated agendas * Dated meeting minutes * Dated sign–in sheets * List of members |  |  |
| 15. Develop appropriate roles for community-based organizations and businesses in parental involvement activities.  *Section 1118 (e)(13)*  (OPTIONAL) | * Log of phone calls to community–based business partners * Letters to businesses/faith-based organizations * Dated agendas * Dated sign–in sheets (indicating person’s role and title) * Flyers and invitations * Dated meeting minutes * Signed partnership plans with dates * Pictures of collaborative parent events |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **7. ACCESSIBILITY – LEA & SCHOOL** | | | |
| **Indicator** | **Documentation** | **Met Not Met NA** | **Notes** |
| 1. The school shall provide full opportunities for the participation of parents with limited English proficiency, parents of migratory children, and parents with disabilities including providing information and school reports in a format, and to the extent practicable, in a language such parents understand.  *Section 1118 (f)* | * List of translators’ contact information * Copy of flyers, newsletters or other correspondence to parents translated and/or in parent friendly language * School communication with ESL, special education or migrant personnel |  |  |

| **8. PARENT NOTIFICATIONS – LEA & SCHOOL** | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Description** | **Documentation** | | **GaDOE Sample Letter** | | **Met Not Met NA** | | **Timeline** |
| 1. Provide school designation notification to all parents under the **ESEA Flexibility Waiver** –Priority, Focus and Title I Alert School Status  All Designations, No School Designation and Reward School Designation parent notification is optional, however all Title I schools, regardless of their designation, must notify all parents that their child attends a Title I school  *Georgia ESEA Flexibility Waiver* | * Copy of dated letters to parents in multiple languages, as appropriate (required for Priority, Focus, and Title I Alert Schools) | | 1.1 Priority School Designation – ESEA Flexibility Waiver |  | | | Beginning of school year |
| 1.2 Focus School Designation – ESEA Flexibility Waiver |  | | | Beginning of school year |
| 1.3 Title I Alert School Designation – ESEA Flexibility Waiver |  | | | Beginning of school year |
| *Schools may use additional supplemental forms of notification, particularly to document required parent notification of Title I school identification:*   * Student handbooks * School website * Brochures, flyers, newsletters * Dated meeting * Dated agenda * Dated sign-in sheets | | 1.4 All Designations – ESEA Flexibility Waiver |  | | | Beginning of school year – Letter is optional, district use |
| 1.5 No School Designation – ESEA Flexibility Waiver |  | | | Beginning of school year – Letter is optional |
| 1.6 Reward School Designation – ESEA Flexibility Waiver |  | | | Beginning of school year – Letter is optional |
| 2. Provide Intradistrict Transfer option notification to all parents, as required by HB251, in addition to the ESEA/NCLB Public School Choice option, as applicable  *Georgia ESEA Flexibility Waiver* | * Copy of parent notification letter in multiple languages, as appropriate, that identifies the ESEA public school choice options that are available to parents and that are signed, dated, and mailed 14 calendar days prior to the first day of school. * Copy of parent notification letter in multiple languages, as appropriate, with all transportation options clearly described * Written procedures that describe the LEA’s timelines and processes that parents are required to follow in selecting to participate in Intradistrict Transfer Option * Copy of inquiries and complaints and the resolution of each * Written procedures delineating the process the LEA will follow for resolving complaints. * School website | 2.1 Intradistrict Transfer Option with ESEA/NCLB Public School Choice Parent Notification Letter (transportation no longer paid by district) | | | |  | Parent notification should be dated no later than July 1st of the upcoming school year. |
| 2.2 Intradistrict Transfer Option with ESEA/NCLB Public School Choice Parent Notification Letter (transportation continues to be paid by district) | | | |  | Parent notification should be dated no later than July 1st of the upcoming school year. |
| 2.3 HB251 – Intradistrict Transfer Option – Annual Parent Notification Letter | | | |  | Parent notification should be dated no later than July 1st of the upcoming school year. |
| 2.4 HB251 – Intradistrict Transfer Option – Decision Regarding Request for School Transfer | | | |  | Timely – District response to Parent Transfer Request. |
| 2.5 HB251 – Intradistrict Transfer Option – FAQ | | | |  | Timely – Information FAQ for parents |
| 2.6 HB251 – Intradistrict Transfer Option - Framework | | | |  | N/A – Internal use |
| 2.7 HB251 – Intradistrict Transfer Option – Parent Request for School Transfer | | | |  | I. Annually – attached to HB251 – School Transfer Option – Annual Parent Notification Letter  II. Timely, as needed – Parent Request Form |
| 3. Provide parent notification regarding the Flexible Learning Program (FLP) in all Priority and Focus Schools, as well as in all Title I Alert Schools opting to offer an FLP  *Georgia ESEA Flexibility Waiver* | * Copy of parent notification FLP letter in multiple languages, as appropriate * Copy of parents’ FLP requests/enrollment form in multiple languages, as appropriate   *While letters to parents are required, schools may use additional forms of notification:*   * Dated agendas * Dated sign-in sheets (indicating person’s title and/or role) * Newsletters * Website * Newspaper articles | 3.1 Priority School – Notification of Enrollment in FLP | | | |  | Beginning of school year |
| 3.2 Priority School – ESEA Flexibility Waiver & FLP Enrollment | | | |  | Beginning of school year (Letter may be used in place of Notification 1.1 and 3.1) |
| 3.3 Focus School – Notification of Enrollment in FLP | | | |  | Beginning of school year |
| 3.4 Focus School – ESEA Flexibility Waiver & FLP Enrollment | | | |  | Beginning of school year (Letter may be used in place of Notification 1.2 and 3.3) |
| 3.5 Title I Alert School – Notification of Enrollment in FLP | | | |  | Beginning of school year – if applicable |
| 3.6 Title I Alert School – ESEA Flexibility Waiver & FLP Enrollment | | | |  | Beginning of school year – if applicable  (Letter may be used in place of Notification 1.3 and 3.5) |
| 3.7 Parent Response Form, Enrollment in FLP | | | |  | Beginning of school year, timely as needed. Attach form to any FLP notification. |
| 4. Provide notification to all parents regarding their annual right to request teacher and paraprofessional qualifications  *Section 1111 (h)(6)(A)* | *Parents must be notified via standard mail or student handbook (signature required)*   * Copies of dated letters to parents in multiple languages, as appropriate, informing them of their right to request teacher and paraprofessional qualifications along with specific contact information * Student handbooks containing required information and parent signature acknowledging receipt | 4.1 Annual Parent Right to Know Notice | | | |  | Beginning of school year |
| 4.2 Highly Qualified Teacher Response to Parents | | | |  | Timely – upon parent request; response for highly qualified teachers |
| 4.3 Non-Highly Qualified Teacher Response to Parents | | | |  | Timely – upon parent request; response for non-highly qualified teachers |
| 4.4 Paraprofessional Response to Parents | | | |  | Timely – upon parent request; response on paraprofessional qualifications |
| 5. Provide notification to all parents regarding teacher status (Non-highly qualified teachers)  *Section 1111 (h)(6)(B)* | * Copies of dated letters to parents in multiple languages, as appropriate, regarding the placement or assignment of a teacher with their child for four or more weeks who is not highly qualified that includes specific school and/or LEA contact information. | 5.1 Notice of Teacher Status | | |  | | Timely – when assigned to or taught by a non-highly qualified teacher for four or more weeks. |