**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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **1. RESERVATION OF FUNDS – LEA** | | | |
| **Indicator** | **Documentation** | **Met Not Met NA** | **Notes** |
| 1. Each local educational agency shall reserve not less than 1 percent 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 1 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 form |  |  |
| 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** | | | |
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| **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 prior to November 1 * 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 multiple opportunities 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) prior to November 1 * Dated sign-in sheets (indicating person’s role and/or title) * Meeting agendas * Flyers * Webpage * Parent surveys * Student handbook * Letters * Record of parent feedback |  |  |
| 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** | | | |
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| **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, website announcements, recorded messages,   presentations, pictures, handouts |  |  |
| 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, recorded messages * 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 * Letters to parents * Flyers, invitations, notifications |  |  |

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| **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. Using 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. |  |  |

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| **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) prior to November 1 * 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** | | | |
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| **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 parental 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 parental 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:   * The state’s academic content standards and student performance standards * The state’s student academic achievement standards * The components of a schoolwide program, if applicable * The components of a targeted assistance school program, if applicable * The state and local assessments, including alternate assessments * The requirements of Title I, Part A * 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 work with their children to improve achievement, such as literacy training and using technology, as appropriate, to foster parental involvement.  *Section 1118(e)(2)* | * Dated agendas * Dated sign-in sheets (indicating person’s role and/or title) * Flyers, announcements, invitations, website announcements * Dated meeting minutes * Training materials, handouts, worksheets * Record of parent feedback |  |  |
| 4. Educate teachers, pupil services personnel, principals, and other staff with the assistance of parents, on the value and utility of contributions of parents, and how to reach out to, communicate, 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 * Communications to school faculty and staff that discuss materials and resources on effective parental 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)* | * Training materials * Dated agendas * Dated meeting minutes * Dated sign-in sheets (indicating person’s role and/or title) * Partnership contracts * Letters of correspondence * Notification of meetings * Flyers and announcements * Newsletters * Calendar * Parent resource center information and check-out 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 family-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, announcements, letters, emails * 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, presentations |  |  |
| 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 indicating person completing visit, date, purpose and result |  |  |
| 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 |  |  |

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| **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 that parents understand.  *Section 1118(f)* | * List of translators’ contact information * Copy of flyers, newsletters, or other correspondence to parents translated and/or in family-friendly language * School communication with English as a Second Language (ESL), special education, or migrant education personnel |  |  |

| **8. PARENT NOTIFICATIONS – LEA & SCHOOL** | | | | | | | |
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| **Description** | **Documentation** | | **Department Sample Letter** | | **Met Not Met NA** | | **Timeline** |
| 1. A Priority or Focus School must provide to Title I parents directly, by such means as a dated letter or a signed and dated acknowledgement of receiving an explanation of the designation status of the school under the ESEA Flexibility Waiver Renewal. In addition to the letter or direct delivery, parents must be notified of the Priority or Focus status in multiple other ways.  All Title I schools, regardless of their designation, must notify all parents in multiple ways that their child attends a Title I school.  *Georgia ESEA Flexibility Waiver* | * Copy of dated letters to parents in multiple languages or signed and dated acknowledgements by parents, as appropriate (required for Priority and Focus Schools)   *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 | | 1.1 Priority School Designation – ESEA Flexibility Waiver |  | | | Beginning of school year; letter or direct delivery is required |
| 1.2 Focus School Designation – ESEA Flexibility Waiver |  | | | Beginning of school year; letter or direct delivery is required |
| 1.3 Districtwide School Designations – ESEA Flexibility Waiver |  | | | Beginning of school year; letter is optional, district use |
| 1.4 Title I Designation – ESEA Flexibility Waiver |  | | | Beginning of school year; letter is optional |
| 1.5 High Progress Reward School Designation – ESEA Flexibility Waiver |  | | | Beginning of school year; letter is optional |
| 1.6 Highest Performing 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 and Georgia’s ESEA Flexibility Waiver.   * Priority and Focus schools must inform parents of their Intradistrict Transfer Option in multiple ways, including a letter AND by electronic means, or by other reasonable means, by no later than July 1st of the upcoming school year. * Title I Designations and Reward School Designations must notify parents of their Intradistrict Transfer Option by letter, by electronic means, or by other reasonable means no later than July 1st of the upcoming school year. * All Title I schools must notify parents of their Intradistrict Transfer rights even where no Intradistrict Transfer Option is available.     *Georgia ESEA Flexibility Waiver* | * Copy of parent notification letter in multiple languages, as appropriate, that identifies the intradistrict transfer options that are available to parents and that are signed, dated, and mailed no later than July 1st of the upcoming school year * Copy of electronic means or other reasonable means of communication to parents in multiple languages, as appropriate, about their intradistrict transfer options dated no later than July 1st of the upcoming school year * 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 for ESEA Requirements Parent Notification Letter | | | |  | Parent notification should be dated no later than July 1st of the upcoming school year. |
| 2.2 Intradistrict Transfer Option – Parent Request for School Transfer | | | |  | I. Annually; attached to Intradistrict Transfer Option for ESEA Requirements Parent Notification Letter (with no paid or paid transportation by District)  II. Timely, as needed; Parent Request Form |
| 2.3 Intradistrict Transfer Option – Decision Regarding Request for School Transfer | | | |  | Timely; District response to Parent Transfer Request |
| 2.4 Intradistrict Transfer Option – FAQ | | | |  | Timely; Information FAQ for parents |
| 2.5 Intradistrict Transfer Option - Framework | | | |  | N/A; Internal use |
| 3. Provide Flexible Learning Program (FLP) notification to all parents in Priority and Focus Schools.   * Notifications must be made twice annually in multiple ways (letter mailed to parents or signed and dated acknowledgements by parents AND either FLP packet/application, electronic means, or other reasonable means).   *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   *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 | | | |  | Twice annually; prior to beginning of services |
| 3.2 Priority School – ESEA Flexibility Waiver and FLP Enrollment (letter may be used in place of Notification 1.1 and 3.1) | | | |  | Twice annually; at the beginning of the school year and 2nd FLP notification must be sent prior to beginning of services |
| 3.3 Focus School – Notification of Enrollment in FLP | | | |  | Twice annually; prior to beginning of services |
| 3.4 Focus School – ESEA Flexibility Waiver and FLP Enrollment (letter may be used in place of Notification 1.2 and 3.3) | | | |  | Twice annually; at the beginning of the school year and 2nd FLP notification must be sent prior to beginning of services |
| 3.5 Parent Response Form, Enrollment in FLP | | | |  | Beginning of school year; timely, as needed. Attach form to any FLP notification. |