*[Insert Your LEA Logo Here]*

**Checklist for Building Capacity of School Staff**

Based on the Every Student Succeeds Act, Title I, Section 1116

The district office using this or a district-developed checklist must document at least 2 or more options per semester at each Title I school.

School Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Meeting / Date of Meeting /

Communication Topic: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Communication: \_\_\_\_\_\_\_\_\_\_\_\_

|  |
| --- |
| **Documentation** |
| Primary Method: In-Person or Online Faculty Meetings / Sessions* **Agenda with *date***
* **Sign-in sheet with** ***date and role*** such as:
* teachers
* specialized instructional support personnel
* principals
* other school leaders
* other staff
* **Meeting Minutes / Notes / Summary / Handout / Presentation Slides** to document discussed topics such as:
* the value and utility of contributions of parents
* how to reach out to, communicate with, and work with parents as equal partners
* implement and coordinate parent programs
* build ties between parents and the school
* **Feedback / Evaluation Form**
 | Secondary Method: Continuous Communications* **Copy of communication with** ***date*** addressed to school staff such as:
* teachers
* specialized instructional support personnel
* principals
* other school leaders
* other staff
* **Copy of email / screenshot of staff portal / social media posts / online training videos / tip sheets / flyers / handouts / brochures / websites** focused on topics such as:
* the value and utility of contributions of parents
* how to reach out to, communicate with, and work with parents as equal partners
* implement and coordinate parent programs
* build ties between parents and the school
 |
| **Why?**Each Title I school shall educate teachers, specialized instructional support personnel, principals, and other school leaders, 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 parents and the school *- Section 1116(e)(3)* |
| **Documentation of Other Activities**  |
| * **Accessibility:** School staff have been trained on sending information to parents in a format and, to the extent practicable, in a language the parents can understand
* **Coordination of Services:** To the extent feasible and appropriate, school staff have discussed the coordination and integration of parent and family engagement programs and activities with other Federal, State, and local programs, including public preschool programs
* **Activities:** School staff have reviewed feedback from parents and discussed other activities that encourage and support parents in more fully participating in the education of their children, i.e., parent resource centers, or the following:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| * Agenda with *date*
* Sign-in sheet with *date and role*
* Meeting Minutes / Notes / Summary / Handout / Presentation Slides
* Feedback / Evaluation Form
 | * Copy of email / screenshot of staff portal / social media posts / online training videos / tip sheets / flyers / handouts / brochures / websites and includes date and is addressed to school staff
 |
| **Why?**Each Title I school shall 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 1116(e)(5)* Each Title I school shall, to the extent feasible and appropriate, coordinate and integrate parent involvement programs and activities with other Federal, State, and local programs, including public preschool programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children *- Section 1116(e)(4)* |

School Staff Signature\*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

District Office Staff Signature\*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*Signatures indicate documents were reviewed and meet Title I Parent and Family Engagement requirements.