

# LEA - Technical Assistance to Schools

section three



# Technical Assistance to Schools

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Each local educational agency that receives funds under this part shall develop jointly with, agree on with, and distribute to parents and family members of participating children a written parent and family engagement policy. The policy shall be incorporated into the local educational agency’s plan developed under Section 1112, establish the agency’s expectations and objectives for meaningful parent and family involvement, and describe how the agency will: 1116(a)(2)(B) provide the coordination, technical assistance, and other support necessary to assist and build the capacity of all participating schools within the local educational agency in planning and implementing effective parent and family involvement activities to improve student academic achievement and school performance, which may include meaningful consultation with employers, business leaders, and philanthropic organizations, or individuals with expertise in effectively engaging parents and family members in education; The LEA will provide ongoing guidance and professional development to schools in planning and implementing effective parent and family engagement practices inclusive of school parents and family engagement policies/plans, school parent compacts, all Title I, Part A Section 1116 requirements, outreach to parents of English Learners (ELs) and the notice to parents of participating ELs in supplemental language instruction programs as described in Section 1112(e) (3). Each district will develop written policies and procedures for its Title I Schools that describe its guidance and direction as to the requirements and expectations of its parent and family engagement program. This written guidance may include timelines, templates, and other materials that help ensure timely compliance with federal law and local expectations.

# Technical Assistance to Schools Checklist

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## Technical Assistance to Schools Checklist

Title I, Part A, Section 1116 of the Every Student Succeeds Act (ESSA) requires that LEAs provide coordination, technical assistance, and other support necessary to assist and build the capacity of all its Title I schools in planning and implementing effective parent and family engagement activities.

- **LEA Written Policies and Procedures that provide guidance on:**
  - The development, in meaningful consultation with parents of Title I students, of the school parent and family engagement policy and school-parent compact
  - Timeline / time frames, responsible party, content for:
    - Input Meetings / Opportunities on the school parent and family engagement plan, school compact, building school staff capacity, and use of parent and family engagement funds (if applicable)
    - Annual Parent Engagement Survey / Evaluation
    - Development of the school parent and family engagement plan (PFEP)
    - Development of the school-parent compact
    - Annual Title I Meeting
    - Distribution of LEA PFEP, School PFEP, School-Parent Compact
    - Building Parent Capacity events (to include all ESSA requirements / “Shalls”)
    - Building School Staff Capacity events
    - Specific guidance on the content of school PFEP and compact (e.g. templates and checklists)
  - Written procedure for compliance with section 1112(e)(3), the Title I Parent Notification of Eligibility for Supplemental Language Support Services
- **Primary Method: Multiple Professional Meetings at which parent and family engagement requirements are a topic. Evidence must include:**
  - Dated sign in sheets with the roles of attendees indicated
  - Dated agenda
  - Power points, handouts, meeting minutes
- **Secondary Method:**
  - Emails to school administration, family engagement staff with information / materials related to PFE compliance (copies of compact templates, sample Title I meeting agendas, etc.
  - Notes / minutes / summaries of individual or small group meetings with school / FE leadership at which FE compliance was discussed