*[Insert Your LEA Logo Here]*

**Checklist for Building Capacity of Parents**

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

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

Name of Meeting / Date of Meeting /

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

|  |  |
| --- | --- |
| **Documentation** | |
| Primary Method: In-Person or Online Parent Meetings   * **Invitation** to all parents in **2 or more ways** * **Agenda with *date*** * **Sign-in sheets with *date and role as parent*** * **Minutes / Notes / Summary / Handout / Presentation Slides** to document discussed topics such as: * challenging State academic standards * State and local academic assessments, including alternate assessments * what is Title I and parent rights * how to monitor a child’s progress * work with educators to improve the achievement of their children * parent and family engagement programs and activities coordinated and integrated with other Federal, State, and local programs, including public preschool programs, or school transitions * parent resource centers * other activities that encourage and support parents in more fully participating in the education of their children * materials and training to help parents to work with their children to improve their children’s achievement, such as literacy training and using technology (including education about the harms of copyright piracy) * other reasonable support for parental involvement activities as parents may request: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * **Feedback / Evaluation Form** * **Evidence that transportation / child care / interpreters / accommodations were provided, if applicable** * **Evidence that meeting was held at a convenient time for parents** based on surveys or feedback forms | Secondary Method: Continuous Communications   * **Copy of email / text message / social media posts / website / parent portal / newsletter / link to video / tip sheets / flyers / handout / brochure / other** communication with ***date*** and addressed to parents with topics such as: * challenging State academic standards * State and local academic assessments, including alternate assessments * what is Title I and parent rights * how to monitor a child’s progress * work with educators to improve the achievement of their children * parent and family engagement programs and activities coordinated and integrated with other Federal, State, and local programs, including public preschool programs, or school transitions * parent resource centers * other activities that encourage and support parents in more fully participating in the education of their children * materials and training to help parents to work with their children to improve their children’s achievement, such as literacy training and using technology (including education about the harms of copyright piracy) * other reasonable support for parental involvement activities as parents may request: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * Logs of phone calls / emails / text messages / home visits with ***date*** demonstrating two way communication |
| **Why?**  Each Title I school shall provide assistance to parents of children served by the school or local educational agency, as appropriate, in understanding such topics as the challenging State academic standards, State and local academic assessments, the requirements of this part, and how to monitor a child’s progress and work with educators to improve the achievement of their children *- Section 1116(e)(1)*  Each Title I school shall 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 (including education about the harms of copyright piracy), as appropriate, to foster parental involvement *- Section 1116(e)(2)*  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)*  Each Title I school shall provide such other reasonable support for parental involvement activities under this section as parents may request. *- Section 1116(e)(14)* | |

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.