**Parent and Family Engagement Compliance Checklist**

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

Title I, Part A, Section 1116 of the Every Student Succeeds Act (ESSA) requires that each school receiving Title I, Part A funds conducts outreach to all parents and family members and implement programs, activities, and procedures for the involvement of parents and family members in programs assisted under Title I, Section 1116. Such programs, activities, and procedures shall be planned and implemented with meaningful consultation with parents of participating children.

**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 parent and family engagement (unless allocation is $500,000 or less) and the LEA will ensure that not less than 90 percent of the 1 percent reserved goes directly to the schools with priority given to high-need schools.  *Section 1116(a)(3)(A)(C)* | * Bookkeeping record of related expenditures * Consolidated application set-aside tab * Districtwide Parent Activity Project Assurance form |  |  |
| 2. Parents and family members of children receiving services under this part shall be involved in the decisions regarding how funds reserved are allotted for parent and family engagement activities.  *Section 1116(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 parent and family engagement |  |  |

| **2. WRITTEN parent and family engagement 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 and family members of participating children a written district and school parent and family engagement policy. The policy shall be incorporated into the LEA’s plan developed under Section 1112, establish the agency’s expectations and objectives for meaningful parent and family involvement.  *Section 1116(a)(2) and (b)(1)* | * Revised parent and family engagement policy and plan with month, date, and year as well as the school year * 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 parent and family engagement plan and policy * Student handbook |  |  |
| 2. Involve parents and family members in the joint development of the plan under Section 1112, and the development of support and improvement plans under paragraphs (1) and (2) of section 1111(d).  *Section 1116(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 1116(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 parent and family engagement policy shall be distributed to parents and family members and be made available to the local community as well as updated periodically to meet the changing needs of families and the school.  *Section 1116(b)(1)* | * Parent and family engagement 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 1114(b) 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 1116(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 and family members in the activities of the schools served under this part.  *Section 1116(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 1116(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 1116(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 1116(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 parent and family engagement policy and the Title I schoolwide program plan/school improvement plan.    *Section 1116(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 achievement levels of the challenging State academic standards   *Section 1116(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 1116(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 parent and family engagement policy.) | | | |
| **Indicator** | **Documentation** | **Met Not Met NA** | **Notes** |
| 1. Conduct, with the meaningful involvement of parents, an annual evaluation of the content and effectiveness of the parent and family engagement 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 evidence-based strategies for more effective parent and family engagement, and to revise, if necessary, the parent and family engagement policies described in this section.   *Section 1116(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 parent and family engagement 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 parent and family engagement 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 1116(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 parent and family engagement activities to improve student academic achievement and school performance.  *Section 1116(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 and family engagement (emails, letters, memos, flyers) * Samples of communication to schools on parent and family engagement 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 challenging State academic 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 1116(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 and meeting minutes * 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 (including education about the harms of copyright piracy), as appropriate, to foster parent and family engagement.  *Section 1116(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, specialized instructional support personnel, principals, and other school leaders, 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 1116(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 parent and family engagement (emails, letters, memos, flyers, brochures, tip sheets) |  |  |
| 5. Coordinate and integrate parent and family engagement programs, 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)* | * 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 1116(e)(5)* | * List of translators’ and interpreters’ 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 parent and family engagement activities under this section as parents may request.  *Section 1116(e)(14)* | * Survey responses from parents * Parent feedback forms * School plan reflecting revisions * Written procedures on how school addresses parent requests for parent and family engagement activities * Additional parent engagement activities |  |  |

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| 8. Involve parents in the development of training for teachers, principals, educators to improve the effectiveness of the training.  *Section 1116(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 1116(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 1116(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 |  |  |

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| 11. Train parents to enhance the involvement of other parents.  *Section 1116(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 1116(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 parent and family engagement.  *Section 1116(e)(11)*  (OPTIONAL) | * Documentation outlining model approach * Research materials * Implementation evidence of model approaches with parents to increase parent and family engagement (activity sheets, emails, letters, parent feedback) |  |  |
| 14. Establish a districtwide parent advisory council to provide advice on all matters related to parent and family engagement in programs under this section.  *Section 1116(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 |  |  |

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| 15. Develop appropriate roles for community-based organizations and businesses in parental involvement activities.  *Section 1116(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 informed participation of parents and family members (including parents and family members who have limited English proficiency, parents and family members with disabilities, and parents and family members of migratory children), including providing information and school reports required under section 1111 in a format and, to the extent practicable, in a language such parents understand.  *Section 1116(f)* | * List of translators’ and interpreters’ contact information * Copy of flyers, newsletters, or other correspondence to parents translated and/or in family-friendly language * School communication with English for Speakers of Other Languages (ESOL), special education, or migrant education personnel |  |  |