Title I Parent Instructional Night

School: _____

Date(s): _____ Time(s): _____

Presenter(s): _____ Audience: _____

Please attach the following documents:

____ 1. Theme_____Purpose:_____

___ 2. Documentation of Notification
Must be dated with Month, Date, and Year and include time and location.

_____ Flyer
_____ Website Notification
_____ Newsletter
_____ One Call Phone Logs
_____ Minutes/Notes
_____ Invitations
_____ Brochures
_____ Emails
_____ Marque
_____ Banner(s)
_____ Other _____

____ 3. Schedule for Presenters

____ 5. Handouts

____6. Materials

____7. Dinner provided by _____
_____Supplies
_____Food _____Drinks

____8. Brochure/Schedule for Families (sessions, activities, room # & time)

____ 9. Dated Sign In Sheets with Name and Role of Participants
(ex. Parent, teacher, student, grandparent, community member, etc.)

____ 10. Dated Feedback/Survey Forms from Participants

Based upon the parent's evaluation of the session, what changes would you make if any?