A View from the Top: Avoiding Common Title I Parental Involvement Monitoring Findings

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Georgia Department of Education
Parental Involvement Compliance and Parent Notification Checklist
(Checklist with Examples of Required Documentation)

Title I, Section 1118 of the Elementary and Secondary Education Act of 1965 (ESEA) requires that each school receiving Title I, Part A funds implement programs, activities, and procedures for the involvement of parents in programs assisted under Title I, Section 1118.

LEA/District: _____ School: _____

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 parental involvement, including promoting family literacy and parenting skills (unless allocation is $500,000 or less) and the LEA will ensure that not less than 95 percent of the one percent reserved goes directly to the schools. *Section 1118 (a)(3)(A)(C)*	☐ Bookkeeping record of related expenditures ☐ Consolidated application set – aside tab ☐ Districtwide Parent Activity Project Assurance	☐	☐	☐	
2. Parents of children receiving services under this part shall be involved in the decisions regarding how funds reserved are allotted for parental involvement activities. *Section 1118(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 parental involvement	☐	☐	☐	

...tary and Secondary Education Act (ESEA), Title I, Part A
Section 1118 (a)(1)(2)

...ocal Educational Agency Parental Involvement Policy
Written Policy Development

☒ DISTRICT LEVEL ☐ SCHOOL LEVEL

...y may receive funds under this part only if such agency implements programs, activites, and ...ment of parents in programs assisted under this part consistent with this section. Such programs, ...hall be **planned and implemented** with **meaningful consultation with parents of**

...under this part shall **develop jointly** with, **agree** on with, and ...ten parental involvement policy. The policy shall be incorporated ...cy's plan developed under section 1112, establish the agency's expectations for parental ...the agency will address section 1118(a)(2) A-F.

...ion

...Involvement Policy with the revision date, month, year
...gn-in sheets from LEA policy meetings (or other input opportunities) with parents
...vement Policy was distributed in multiple ways (signature sheets, postage receipts,
...ctures of where the policy is located for pickup, distribution on meeting agendas, etc.)
...n of minutes from the LEA policy meetings (or other input opportunities)
...ments, message recordings, or other meeting advertisements letting all Title I
...d in the development and/or revision of the LEA policy
...de input on the LEA parental involvement policy

...nplementation	Exceptional Implementation
...l improvement ...lent performance ...ndation for ...revising the LEA ...ement Policy. ...eaders to co-facilitate ...al Involvement Policy ...gs each year and then ...ghout the year to ...promote successes in ...ment as it relates to ...al Involvement ...EA Parental ...licy into various ...d on family need.	• Develop a District-Wide Title I Parent Advisory Council with parent membership from each Title I school in the district to guide and coordinate parent involvement programs throughout the district as outlined in the LEA Parental Involvement Policy. • Measure the impact of parent involvement on student achievement in the LEA Parental Involvement Policy by establishing a plan of work as well as parent-school communications plan with measurable goals.

☐ Innovative ☐ Exceptional

		...DOCUMENTATION ON FILE AT GaDOE TO VERIFY COMPLIANCE*	...DOCUMENTATION ON FILE AT THE LEA TO VERIFY COMPLIANCE**
	...e of periodic review, evaluation, and revision of CLIP and Scope of Work for Race To The Top (RT3). 3. Signed assurances as prescribed under Section 1112(c) and for RT3 under the LEA Memorandum of Agreement with the state.	...ion Plan, and ...y of Consolidated Application Audit Trail showing CLIP approval. Copy of approved Scope of Work (SOW) and any subsequent amendments. 2. Copy of revised CLIP. Copy of revised Scope of Work for Race To The Top (RT3). 3. Copy of general and program assurances from the Consolidated Application.	1. GaDOE provides documentation. 2. Copy of dated meeting agendas, dated sign-in sheets, etc. 3. Copy of dated meeting agendas and dated sign-in sheets that include stakeholders representing teachers, principals, administrators and other appropriate school personnel, and parents of children in schools receiving Title I services.

3. PARENTAL INVOLVEMENT

ITEMS	REQUIREMENTS	DOCUMENTATION ON FILE AT GaDOE TO VERIFY COMPLIANCE*	DOCUMENTATION ON FILE AT THE LEA TO VERIFY COMPLIANCE**
The LEA and schools meet parental involvement and parental notification requirements. --- **For more detail about requirements, reference ESEA** **SEC. 1111(c)(4)** **SEC. 1111(c)(14)** **SEC. 1111(h)(6)** **SEC. 1111(h)(6)(A)** **SEC. 1111(h)(6)(B)(ii)** **SEC. 1111(d)** **SEC. 1112(d)(1)** **SEC. 1112(b)(P)** **SEC. 1112(g)** **SEC. 1114 (b)(1)(F)** **SEC. 1114(b)(2)(B)(ii)** **SEC. 1114(b)(2)(B)(iv)** **SEC. 1115(b)(2)(B)(ii)** **SEC. 1115(c)(1)(G)** **SEC. 1116(b)(6)** **SEC. 1116(b)(6)(F)** **SEC. 1116(c)(1)(A)** **Georgia's ESEA Flexibility Waiver** **(This waiver identifies schools in Georgia as Priority, Focus, and Title I Alert Schools.)** **Principle 2**	1. Evidence that parental notification ... communications are in an understandable and ... and uniform format, to the extent practicable, provided in a language that the parents can understand. 2. Evidence that the LEA provides guidance and assistance to schools about the timelines and required elements of parental notices for schools identified as Priority, Focus, and Title I Alert Schools. (Georgia's ESEA Flexibility Waiver)	1. LEA provides documentation. 2. LEA provides documentation.	Copies of sample LEA/school correspondences to parents in an understandable and uniform format and, to the extent practicable, provided in a language that the parents can understand. This may include letters, flyers, webpages, newsletters, parent involvement policies, student/parent handbooks or other communications to parents either translated or in a family-friendly format. 2. Copy of guidance or communication to schools on parental notification requirements related to Georgia's ESEA Flexibility Wavier inclusive of: • Priority, Focus, and Title I Alert School designations • ESEA public school choice, where applicable • Flexible Learning Programs (FLP), and • Evidence that the LEA has informed schools about the parental notification requirements and timelines specified in the Title I regulations.

Title I Parental Involvement

Title I, Part A provides for ***substantive parental involvement*** at ***every level of the program***, such as in the development and implementation of the ***State and local plan***, and in carrying out the ***LEA and school improvement provisions***. ***Section 1118*** contains the primary Title I, Part A requirements for SEAs, LEAs, and schools related to involving parents in their children's education. It is this section that identifies critical points in the process of improving teaching and learning where ***parents and the community can intervene and assist in school improvement***.

(Continued)

Title I Parental Involvement

Although section 1118 is extensive in scope and has many requirements for LEAs and schools, the ***intent is not to be burdensome.*** These provisions reflect ***good practice in engaging families in helping to educate their children***, because ***students do better*** when ***parents are actively involved*** in the education process, both at ***home and at school***.

United States Department of Education,
Parental Involvement, Non-Regulatory Guidance, 2004

Top Monitoring Finding #1
Indicator 3.8
School-Parent Compacts

- School-Parent Compacts without revision dates and/or not revised/distributed in a timely manner
- Duplicate School-Parent Compacts for every school, regardless of school level – not uniquely developed
- Missing the required minimum content
- Compacts not utilized throughout the school year
- Lack of signature pages and/or no compact provided
- **Generic content/strategies/activities not tied to school goals/focus areas**

Title I School – Parent Compact

(d) SHARED RESPONSIBLITIES FOR HIGH STUDENT ACADEMIC ACHIEVEMENT— As a component of the school-level parental involvement policy developed under subsection (b), each school served under this part shall ***jointly develop*** with parents for all children served under this part a ***school-parent compact*** that outlines how ***parents, the entire school staff, and students*** will ***share the responsibility*** for improved student academic achievement and the means by which the school and parents will ***build and develop a partnership*** to help children achieve the State's high standards.

ESEA/NCLB Title I Part A, Section 1118(d)

Title I School – Parent Compact

Equal Responsibility

Title I School-Parent Compact

What are the requirements?

1. Write in family-friendly language and to the extent practicable, in a language that parents can understand.

2. Outline how parents, school staff, and students will share responsibility for student academic achievement and how they will build and develop a partnership to help students achieve the State's standards.

3. Describe the district and school student performance standards as well as provide ways in which the school will provide parents with strategies/activites to assist their child with the high-quality curriculum and instruction delivered.

ESEA/NCLB Title I Part A, Section 1118(d) (1)

Title I School-Parent Compact

What are the requirements?

4. Describe the ways in which parents will be responsible for supporting their children's learning.

5. Describe the ways in which students will be responsible for their learning.

6. Address the importance of communication between teachers and parents on an ongoing basis through, at a minimum —

ESEA/NCLB Title I Part A, Section 1118(d) (1)(2)

Title I School-Parent Compact

What are the requirements?

Parent-teacher conferences in elementary schools, during which the compact shall be discussed as the compact relates to the individual child's achievement.

Frequent reports to parents on their children's progress.

Reasonable access to staff, opportunities to volunteer and participate in their child's class, and observation of classroom.

ESEA/NCLB Title I Part A, Section 1118(d) (2) (A) (B) (C)

Title I School-Parent Compact

Tips for Ensuring Content Linked to Learning

- Connect strategies to academic goals
- Concentrate on the primary goals
- Explain what teachers will do to support family learning
- Link each activity/strategy to the parent, school and student
- Gather teacher, parent and student input

Our Goals for Student Achievement

District Goals

1A

The Board of Education sets goals for the entire district.
The district goals for 2010 - 2012 are:

Reading - all students will show a 15% increase in reading proficiency on the Connecticut Mastery Test.

Math - all students will show a 15% increase in mathematics proficiency on the Connecticut Mastery Test.

Nutmeg School Goals

Nutmeg administrators and teachers have studied our student performance data to decide on the most important areas of improvement for our school.

Reading - To increase reading proficiency by 15% over three years, our school will concentrate on the following areas:

- Vocabulary development in grades K-4 and
- Making text connections in grades 5-6

Math - To increase math proficiency by 15% over three years our school will concentrate on the following area:

- Place value and estimation in grades K-6

When teachers, students and families work together, we CAN achieve our goals!

Teachers, Parents, Students - Together for Success

In the 4th Grade Classroom

1B

The 4th grade classroom will work with students and their families to support students' success in reading and math. Some of our key connections with families will be:

- ★ Provide parents with a home learning kit full of fun materials dealing with estimation and place value
- ▲ Offer free Family Fun nights per year in our Parent Academy, concentrating on estimation and problem solving strategies
- ● Our monthly newsletter will feature games that families can play to review the vocabulary words we have introduced in our classroom
- ■ Our class web page has links to family friendly web sites for building vocabulary and math skills

At Home

2

Nutmeg School parents joined staff to develop ideas about how families can support students' success in reading and math. Families may have other ideas to add to this list.

- ★ Have fun with math. Use materials in the math kit to explore math at home.
- ▲ Try to attend Family Fun nights or get information from the PTO or my child's teacher if we can't attend.
- ● Play word games with the new vocabulary words and find ways to use these words in family conversations.
- ■ Look for the class newsletter each moth and check out the school website.

Nutmeg Students

3

Nutmeg School students joined staff and parents to develop ideas about how they can succeed in school and reach for the stars in math and reading. Students thought of the following ideas to make connections between learning at home and school:

- ★ Talk with my family about new vocabulary words and what I am learning in math. ●
- ▲ Bring home our class newsletter and notices about Family Fun nights.
- ● Keep a log of games I play at home to practice new vocabulary words and math. ■
- ● Try to make up my own learning game and share it with the class. ■

Family Fun Nights are a great place to learn new words, practice math - and win prizes!
(see back of brochure for more information)

Title I School-Parent Compact

An Effective Process

- Sample Process Guide
- Focus Area Suggestions
- Sample Review Meeting Sheet
- Sample Templates
- Compact Checklist

Required Documentation

- Copy of compacts for each school with required content, signatures, and signing date for each party: parents, teacher/school representative, and student (If using a signature sheet, one compact must be submitted as well).
- Copy of compacts with current school year listed as well as revision date.
- Evidence that compacts are developed and revised yearly and jointly with parents: Copies of meeting agendas, minutes of meetings, sign-in sheets (with identified roles), copies of parent feedback, copy of notifications informing parents of opportunities to provide feedback, compact process, etc.
- Evidence that compacts are utilized throughout the school year.

Top Monitoring Finding #2
Indicator 3.12 (c)(d)(f)
Building Parent Capacity

- No evidence of training provided for all school staff with the assistance of parents on how to work together as partners
- No evidence of collaboration and integration with preschool, home visiting program organizations and other early education programs/no evidence of transition activities
- No evidence of parent resource center activities/logs (if applicable)
- Lack of adequate documentation

Building Parent Capacity

(c) Shall ***educate teachers, pupil services personnel, principals, 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;

Building Parent Capacity

(d) Shall, to the extent feasible and appropriate, ***coordinate and integrate*** parental involvement programs and activities with ***Head Start, Even Start, the Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, the public preschool and other 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***;

Building Parent Capacity

(f) Shall provide such ***other reasonable support for parental involvement activities*** under this section as ***parents may request***.

Building Parent Capacity

The National PTA Standards for Family-School Partnerships, which the State Board of Education adopted in 2010 as Georgia's Family Engagement Standards, provides an effective framework for carrying out the six *shalls*, the eight *mays* under the law, and a school or district's Title I parent involvement policy/program.

Therefore, the shalls are the activities you must be sure to implement and the Family Engagement Standards are the framework to help ensure effective parent involvement policy and plans.

Take Note!

Required Documentation

Evidence that the LEA and schools have carried out the six requirements to build parents' capacity to be involved in the school and their child's education such as:

- Meeting agendas of parental involvement activities
- Copies of meeting notifications
- Sign-in sheets (with identified roles) from parental involvement activities
- Newsletter articles
- Brochures/Tip sheets/Letters to parents
- Videos, photos, PowerPoints or training materials used for parental involvement activities
- Parent trainings/Workshops

Top Monitoring Finding #3
Indicator 3.9
Title I Annual Parent Meeting

- Using the annual meeting to get input instead of inform
- Meeting not held in a timely manner
- Meeting documentation does not show that all required items were discussed
- Title I annual parent meeting not held for each individual Title I school
- Embedding annual meeting with in other meeting/event
- Calling all parent meetings the Title I annual parent meeting

Title I Annual Parent Meeting

(c) POLICY INVOLVEMENT- ***Each school*** served under this part shall —

(1) ***convene an annual meeting***, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to ***inform parents of their school's participation under this part*** and to ***explain the requirements of this part***, and ***the right of the parents to be involved***;

Title I Annual Parent Meeting

Compliance Tips

- Title I annual parent meeting should be a meeting to ***inform only***, not to revise documents or receive input for document revisions. It is recommended that ***revisions take place prior to the meeting*** and that only finalized documents are shared.
- Title I annual parent meeting should be held ***early enough in the school year (prior to November 1st)*** that parents are provided with information they can use to help their child.

ESEA/NCLB Title I Part A, Section 1118(c)(1)(2)(4)(A)

Title I Annual Parent Meeting

Compliance Tips

- Title I annual parent meeting should be held at a ***time convenient for parents*** at ***every Title I school***. Please note that offering the Title I annual meeting at a ***convenient time*** may include having to offer the meeting multiple times to ensure as many parents as possible are able to attend.
- There is only ***one*** Title I annual parent meeting. No annual meeting is required at the District level. ***It is recommended to only call this required meeting the Title I annual parent meeting.***

ESEA/NCLB Title I Part A, Section 1118(c)(1)(2)(4)(A)

Title I Annual Parent Meeting

Compliance Tips

- The Title I annual parent meeting must be ***advertised and conducted*** as the annual meeting of Title I parents and ***cover all required meeting topics in detail***.

- The Title I annual parent meeting ***can not*** be embedded with ***Open House, curriculum night or a PTA/PTO meeting***. The Title I annual parent meeting must be advertised for the ***purpose of informing parents about the Title I, Part A program***.

Title I Annual Parent Meeting

Compliance Tips

Please note the following meeting configurations *would more than likely* not meet compliance:

- Combining the annual Title I meeting with another meeting;
- Combining the annual Title I meetings of more than one Title I school at one location and time;
- Including Title I as an agenda item during another meeting to serve as the annual meeting requirement; or
- Embedding a PTA/PTO meeting with the required annual meeting.

Please note that you may have a series of various parent meetings, activities or events on the same evening as the annual Title I meeting, but this meeting must have a clear beginning and end time as well as a separate agenda.

Required Documentation

- Record that the school(s) conducted a Title I annual parent meeting
- Copies of meeting notices advertising Title I annual parent meeting
- Detailed agenda
- Detailed minutes
- Pictures and/or video
- Detailed sign-in sheets(with identified roles)
- Copy of presentation and/or talking points

Top Monitoring Finding #4
Indicator 3.11
Parent Input on the CLIP and SWP/SIP/TA

- No clear, written procedures in place
- No evidence of input and/or attempted input from parents to show plans were developed jointly
- Evidence of either the CLIP or SWP/TA being completed, but not both
- Limiting parent input to pre-selected groups of parents
- Improper/non-detailed documentation in meeting advertisements, agendas, and minutes

Parent Input on the CLIP and SWP/SIP/TA

- (A) involve parents in the ***joint development*** of the plan under section 1112, and the ***process of school review and improvement*** under Section 1116
- (3) ***involve parents, in an organized, ongoing, and timely way***, in the ***planning, review, and improvement of programs*** under this part, including the planning, review, and improvement of the ***school parental involvement policy*** and the joint development of the ***schoolwide program plan*** under section 1114(b)(2)

ESEA/NCLB Title I Part A, Section 1118(a)(2)(A)
ESEA/NCLB Title I Part A, Section 1118(c)(3)

Parent Input on CLIP/SWP/SIP/TA

Compliance Tips

- Develop well-written procedures
- Train school staff on parent input requirements
- Provide oversight to ensure school compliance
- Provide proper notice of document review to parents and send out the invitation in multiple ways
- Do not hand pick parents to provide input, invite all
- Break CLIP/SWP/TA into overview topics for family-friendly discussion
- Keep proper documentation

Required Documentation

- Written procedures that describe how all Title I eligible parents are informed and involved in the planning, revision, and implementation of:
  - Comprehensive LEA Improvement Plan (CLIP)
  - Schoolwide/Targeted Assistance Plans
- Copies of District and School Parental Involvement Plans stating how parents can be involved in Schoolwide/Targeted Assistance Plans and the CLIP

- Copies of meeting agendas, sign-in sheets (with identified roles), minutes of meetings, parent comments and notifications of opportunities to provide input

Top Monitoring Finding #5
Indicator 3.6
School Parental Involvement Policy

- No evidence of school level policies
- School policy is not uniquely tailored to each Title I school
- School policy without revision dates
- School policy with multiple revision dates
- School policy is missing the required minimum contents
- **School policy is not explaining how it will carry out the requirements in the law**

School Parental Involvement Policy

(1) IN GENERAL- Each school served under this part shall ***jointly develop with***, and ***distribute*** to, ***parents*** of participating children ***a written parental involvement policy***, agreed on by such parents, that shall describe the means for ***carrying out the requirements of subsections (c) through (f)***. 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. Such policy ***shall be made available to the local community*** and ***updated periodically*** to meet the changing needs of parents and the school.

Compliance Tips
Remember to List/Explain HOW

1. The **__school name__** will take the following actions to involve parents in an organized, ongoing, and timely manner in the planning, review, and improvement of Title I programs including involvement in the decisions regarding how funds for parental involvement will be used.

(List actions.)

2. The **__school name__** will take the following actions to conduct an annual meeting, at a convenient time, and encourage and invite all parents of participating children to attend, to inform them about the school's Title I program, the nature of the Title I program, the parents' requirements and the school parental involvement policy, the schoolwide plan, and the school-parent compact.

(List actions.)

3. The **__school name__** will take the following actions to offer a flexible number of meetings, such as meetings in the morning or evening, and may provide with Title I funds, transportation, childcare or home visits, as such services relate to parental involvement.

(List actions.)

4. The **__school name__** will take the following actions to provide parents of participating children the following:
   - Timely information about the Title I programs;
   - Description and explanation of the curriculum in use at the school, the forms of academic assessments used to measure student progress, and the proficiency levels students are expected to meet;
   - Opportunities for regular meetings, if requested by parents, to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their child, and respond to any such suggestions as soon as practicably possible;

(List actions.)

5. The **__school name__** will take the following actions to jointly develop with parents of participating children a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the State's high standards.

(List actions and provide evidence of parent input in the development of the compact.)

6. The **__school name__** will build the school's and parents' capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement, through the following activities specifically described below:

   A. The **__school name__** will provide assistance to parents of participating children, as appropriate, in understanding topics such as the following, by undertaking the actions described in this paragraph –
      - the State's academic content standards;
      - the State's student academic achievement standards;
      - the State and local academic assessments including alternate assessments;
      - the requirements of Part A;
      - how to monitor their child's progress, and
      - how to work with educators

(List activities, including workshops, conferences, and classes, including any resources or other materials that may be necessary to ensure success.)

   B. The **__school name__** will provide materials and training to help parents to work with their child to improve their child's achievement, such as literacy training and using technology, as appropriate, to foster parental involvement, by;

(List activities such as classes, workshops including any resources or other materials.)

Compliance Tips

	Does the School Parental Involvement Policy:	Section of Title I Law	To make the policy more effective:
Jointly Developed	1A Describe the purpose of the parental involvement policy along with information about the Title I program.	1118(b)(1)	• Provide a brief overview of Title I and its purpose as well as what is included in the school parental involvement policy.
	1B Describe how parents will be involved in the development of the school parental involvement policy.	1118(b)(1)	• Ensure all parents have the opportunity to provide input on the school parental involvement policy by providing several attempts and ways for parents to provide feedback.
Parent Input	2A Describe how parents will be involved in the planning, review, and improvement of parental involvement programs.	1118(c)(3)	• Develop multiple opportunities throughout the year for parents to provide feedback and suggestions.
	2B Describe how the school will provide parents with the opportunity for regular meetings to formulate suggestions and participate in decision making regarding their child's education.	1118(c)(3) 1118(c)(4)(C)	• Provide parents with multiple opportunities to provide suggestions and participate in decision making.
	2C Describe how parents will be involved in the development of the schoolwide plan.	1118(c)(3)	• List the specific opportunities that exist for parents to provide input on the schoolwide plan.

Family Friendly	7 Ensure that the format and language of the policy are family friendly.	1118(f) 1118(b)(1)	• Describe how district reports, letters, information, and materials will be available in a format and language that all parents can understand.
Building Capacity	8 Describe how the school will build parent capacity for strong parental involvement.	1118(e)	• Describe the various ways the district will implement procedures to build the schools' and parents' capacity.
	8A Describe how the school will provide assistance to parents in understanding the State's academic standards and State student academic achievement standards, State and local academic assessments, Title I requirements, and how to monitor their child's progress and work with educators.	1118(e)(1) 1118(c)(4)(B)	• Provide grade level educational workshops designed to help parents understand the corresponding subjects, assessments, and requirements.
	8B Describe how the district will 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.	1118(e)(2)	• Develop parent guides and resources that align with the classroom instruction to bridge student learning with parent support at home.
	8C Describe how the school will educate teachers, pupil services personnel, principals, 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.	1118(e)(3)	• Create regularly scheduled, at least quarterly, staff development classes highlighting different ways that the school, families, and students can work together to obtain goals.
	8D Describe how the school will coordinate and integrate parent involvement programs with Head Start, Reading First, Early reading first, Even Start, the Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, and public preschool and other 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.	1118(e)(4)	• Coordinate with the corresponding organizations to strengthen communication and enhance potential opportunities for parental involvement including providing information and resources to support school orientation for parents and students to assist in successful student transitions to school.
	8E Describe how the school will 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.	1118(e)(5)	• Provide all parents with materials, correspondence and information in appropriate languages, according to the school population, and a format that is family-friendly.
	8F Describe how the school will provide other reasonable support for parental involvement activities under this section.	1118(e)(14)	• Utilize the discretionary items described in Section 1118 to develop strategies to improve parent involvement. Provide opportunities for parents to request additional support and offer input on the improvement of parental involvement programs.

Required Documentation

- Copy of School Parental Involvement Policy with the revision date, month, year
- Parent feedback in the form of minutes from meetings (or other input opportunities)
- School procedures for how parents are able to provide input on the policies
- Meeting agendas and sign-in sheets (with identified roles) from meetings (or other input opportunities) with parents
- Flyers, announcements, or other meeting advertisements letting all Title I parents know about their opportunities to be involved in the policy development and/or revision

Top Monitoring Finding #6
Indicator 3.15
Parent Input on the 1% Allocation

- Limiting parent input to pre-selected groups of parents
  - PTO/PTA
  - School Advisory Council
  - Parent Advisory Council
  - School Governance Committee
- No evidence of input and/or attempted input from parents to show parent suggestions
- Improper/non-detailed documentation in meeting advertisements, agenda, surveys and minutes

Parent input on the 1% allocation

(B) PARENTAL INPUT- Parents of children receiving services under this part ***shall be involved in the decisions*** regarding how funds reserved under subparagraph (A) ***are allotted for parental involvement activities***.

ESEA/NCLB Title I Part A, Section 1118(a)(3)(B)

Parent input on the 1% allocation

Compliance Tips

Needs Assessment (Data) → Parental Involvement Policy → Parental Involvement Budget (1%)

- Discuss the Parental Involvement Policy and budget at the same time, as one drives the other
- Be transparent about how the money is spent and engage in discussion. Avoid just providing a budget update and be cautious of how you state meeting minutes/agenda items

Parent input on the 1% allocation

Compliance Tips

2013 - 2014 Parental Involvement Budget

EXAMPLE

2014 - 2015 Parental Involvement Budget

Required Documentation

- Record of questions posed to parents about use of the parental involvement funds
- Parent comments/input about the use of parental involvement funds
- Meeting presentation materials, such as graphs or talking points
- Copies of parental involvement surveys
- Copies of dated meeting notices, dated agendas/minutes, dated sign-in sheets (with identified roles), etc.

Top Monitoring Finding #7

Across Many Parental Involvement Indicators

Providing All Title I Parents with Opportunities for Input

- Limiting parent input to pre-selected groups of parents
- Not advertising meeting notices to all parents of eligible Title I students
- Not advertising input opportunities or parent activities in multiple ways

Providing All Title I Parents with Opportunities for Input

Compliance Tips

While schools or LEAs may elect to review/revise their parental involvement policy, schoolwide program, CLIP, the parent involvement budget, and other Title I programs and activities with parent advisory teams, school councils, parent leadership teams, parent councils, principal leadership teams…

…LEAs and schools must ensure that ALL parents of eligible Title I children are invited to provide input and feedback into the development of the parental involvement policy, schoolwide program, CLIP, the parental involvement budget, and other Title I programs and activities

Providing All Title I Parents with Opportunities for Input

Compliance Tips

Invitations
Newsletters
Marquee announcement
Community billboard
Business partner flyers
US mail
Website
Phone message system
Text message
Email
School calendar

Newspapers
Public service announcements
Television announcements
Pre-planning packets
Church announcements
Church bulletins
Information meeting flyers
Parent center
Front office
Social media

Top Monitoring Finding #8

Across Many Parental Involvement Indicators

Correct Meeting Notices/Flyer/Announcements

- Parent flyers and meetings notices not containing all required information

Correct Meeting Notices/Flyers/Announcements

Compliance Tips

- Provide dates, locations, times
- Customize all state documents (templates, samples)
- List all items/topics that require parental input for Title I parental involvement compliance that will be discussed
- Be creative

And Above All Else, Remember to Document, Document, Document By…

- Dated sign-in sheets
- Dated planning meeting agendas
- Dated planning meeting minutes/notes
- Documentation with parent comments/and suggestions
- District and school policy revisions/comments
- School surveys with parent comments/suggestions
- Photographs
- End-of-year evaluations
- Email comments and suggestions
- Distribution of information packet
- Document verification sheet
- Dated annual meeting agenda
- School council planning meeting agendas/minutes
- Principal/administrator planning meeting agendas/minutes

A Few Updates for Parent Notifications

- **Intradistrict Transfer Option**
  - Georgia's response for ESEA Public School Choice
  - Parents must be notified by July 1st of each year
- **Parent Right to Know**
  - No mailing or signature required
  - Must distribute to parents in multiple ways at beginning of the school year
- **Title I Parent Notification (ESEA and FLP Letters)**
  - Revised to be more family-friendly, less federal and state educational jargon

Monitoring Documentation Set-up

- Create folders or binders based on the parental involvement indicators using the monitoring document for the current fiscal year
- Have a binder/box for each school tabbed by indicator (small districts may compile all information into one binder/box tabbed by indicator) and a separate box tabbed by indicator for LEA documentation
- Remember some parental involvement requirements are at the district level and others are for the school level

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Questions