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**Combined Checklist for the Parent and Family Engagement Policy/Plan**

Title I, Part A, Section 1116 of the Every Student Succeeds Act (ESSA) requires that each local educational agency (LEA) receiving Title I, Part A funds develop jointly with, agree on with, and distribute to parents and family members of participating children a written parent and family engagement policy. Some LEAs name their Parent and Family Engagement Policy their “plan” due to local requirements to have all “policies” approved through their local school board adoption process. This checklist combines the requirements for both the district- and school-level parent and family engagement policy. **A state charter school and a school system with one Title I school or one school per grade band may use this checklist to verify compliance with federal and state guidance.**

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

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| ***Jointly Developed*** |
| **The Parent and Family Engagement Policy Describes how the School System will:** | **What are the Federal\* and State Requirements?** |
| * Jointly develop and update with stakeholders, at least annually as part of the Consolidated LEA Improvement Plan (CLIP), the parent and family engagement policy to meet the changing needs of parents and the school
* Make the parent and family engagement policy available to the local community
* Involve parents and family members in jointly developing the School Improvement/Title I Schoolwide Program/Title I Targeted Assistance Plan
* Submit any parent comments to the school system if the Title I Schoolwide Plan is not satisfactory to parents
* If applicable, involve parents and family members in jointly developing the Comprehensive Support and Improvement (CSI) and/or Targeted Support and Improvement (TSI) plans
 | 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 involve parents and family members in jointly developing the local educational agency 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)* Each school served under this part shall jointly develop with, and distribute to, parents and family members of participating children a written parent and family engagement policy, agreed on by such parents, that shall describe the means for carrying out the requirements of subsections (c) through (f)… Such policy shall be made available to the local community and updated periodically to meet the changing needs of parents and the school. *Section 1116(b)(1)*Each school served under this part shall 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 parent and family engagement policy and the joint development of the schoolwide program plan under section 1114(b), except that if a school has in place a process for involving parents in the joint planning and design of the school’s programs, the school may use that process, if such process includes an adequate representation of parents of participating children. *Section 1116(c)(3)**S* |
| ***Technical Assistance*** |
| **The Parent and Family Engagement Policy Describes how the School System will provide:** | **What are the Federal\* and State Requirements?** |
| * Coordination and other support to all Title I funded staff in the school system
* Technical assistance to all the Title I funded staff in the school system
* 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, 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 | 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*Section 1116(a)(2)(B)* |
| ***Annual Title I Meeting*** |
| **The Parent and Family Engagement Policy Describes how the School System will:** | **What are the Federal\* and State Requirements?** |
| * Conduct an annual meeting (prior to November 1) to inform parents of the requirements of Title I and the school’s participation as well as the parents’ rights under Title I. (Recommendation: Include the month/year or month/day/year when the Annual Title I meeting will be held.)

*The purpose of the annual Title I meeting is to disseminate information only and cannot be used as an opportunity for gathering input into the Parent and Family Engagement Policy and School-Parent Compacts.* | Each school served under this part shall—* 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.

*Section 1116(c)(1)*  |
| ***Communications*** |
| **The Parent and Family Engagement Policy Describes how the School System will:** | **What are the Federal\* and State Requirements?** |
| * Ensure that the parent and family engagement policy is written in an understandable and uniform format, to the extent practicable, provided in a language the parents can understand
* Offer meetings at various times (such as in the morning and evening)
* Offer meetings in different formats (such as offered online and in-person group meetings as well as home visits or other types of individual meetings)
* Offer transportation as such services relate to preventing barriers to parent and family engagement
* Offer child care as such services relate to preventing barriers to parent and family engagement
* Address opportunities for regular meetings if requested by parents
 | 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), Section 1116(f), and Section 1112(e)(4)*Each school served under this part shall offer a flexible number of meetings, such as meetings in the morning or evening, and may provide, with funds provided under this part, transportation, child care, or home visits, as such services relate to parent and family engagement.*Section 1116(c)(2)*Each school served under this part shall provide parents of participating children timely information about programs under this part.*Section 1116(c)(4)(A)*If requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible.*Section 1116(c)(4)(C)* |
| ***School-Parent Compact***  |
| **The Parent and Family Engagement Policy Describes how the School System will:** | **What are the Federal\* and State Requirements?** |
| * Jointly develop a School-Parent Compact
* Outline in the School-Parent Compact how parents, the entire school staff, and students will share the responsibility for improved student academic achievement
* Build and develop a partnership to help children achieve the challenging State academic standards
 | As a component of the parent and family engagement 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. *Section 1116(d)* |
| ***Annual Evaluation*** |
| **The Parent and Family Engagement Policy Describes how the School System will:** | **What are the Federal\* and State Requirements?** |
| * Conduct an annual evaluation of the content and effectiveness of the Parent and Family Engagement Policy in improving the academic quality of the school served under Title I, Part A
* Engage parents and family members to participate in the annual evaluation
* Identify 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
	+ are of any racial or ethnic minority background
* Identify the needs of parents and family members to assist with the learning of their children, including engaging with school personnel and teachers
* Identify strategies to support successful school and family interactions
* Provide parents with meaningful and multiple ways to provide evaluation feedback on the Parent and Family Engagement Policy
* Analyze the results of the annual evaluation
* Use the findings to design evidence-based strategies for more effective family engagement and to revise, if necessary, the parent and family engagement policies

*The annual evaluation may be conducted in conjunction with the Consolidated LEA Improvement Plan (CLIP) process.* | Conduct, with the meaningful involvement of parents and family members, an annual evaluation of the content and effectiveness of the parent and family engagement policy in improving the academic quality of all schools served under this part, including 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 ethnic minority background); and
* the needs of parents and family members to assist with the learning of their children, including engaging with school personnel and teachers; and
* strategies to support successful school and family interactions;

*Section 1116(a)(2)(D)*…use the findings of such evaluations… to design evidence-based strategies for more effective parental involvement, and to revise, if necessary, the parent and family engagement policies described in this section; *Section 1116(a)(2)(E)* |
| ***Reservation of Funds*** |
| **The Parent and Family Engagement Policy Describes how the School System will:** | **What are the Federal\* and State Requirements?** |
| * 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
* Ensure that not less than 90 percent of the one percent will be distributed to schools with priority given to high-need schools
* Involve parents and family members of children receiving services under this part in the decisions regarding how funds reserved are allotted for family engagement activities
* Funds reserved by a local educational agency shall be used to carry out activities and strategies consistent with the local educational agency’s parent and family engagement policy, including not less than 1 of the listed activities in Section 1116(a)(3)(D):
* Supporting schools and nonprofit organizations in providing professional development for district and school personnel regarding parent and family engagement strategies, which may be provided jointly to teachers, principals, other school leaders, specialized instructional support personnel, paraprofessionals, early childhood educators, and parents and family members.
* Supporting programs that reach parents and family members at home, in the community, and at school.
* Disseminating information on best practices focused on parent and family engagement, especially best practices for increasing the engagement of economically disadvantaged parent and family members.
* Collaborating, or providing subgrants to schools to enable such schools to collaborate, with community-based or other organizations or employers with a record of success in improving and increasing parent and family engagement.
* Engaging in any other activities and strategies that the local educational agency determines are appropriate and consistent with such agency’s parent and family engagement policy
 | The local educational agency will reserve at least 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 one percent will be distributed to schools with priority given to high-need schools. *Section 1116(a)(3)(A) and* *Section 1116(a)(3)(C)*Parents and family members of children receiving services under this part shall be involved in the decisions regarding how funds reserved… are allotted for parental involvement activities. *Section 1116(a)(3)(B)*Funds reserved by a local educational agency shall be used to carry out activities and strategies consistent with the local educational agency’s parent and family engagement policy, including not less than 1 of the following:* Supporting schools and nonprofit organizations in providing professional development for local educational agency and school personnel regarding parent and family engagement strategies, which may be provided jointly to teachers, principals, other school leaders, specialized instructional support personnel, paraprofessionals, early childhood educators, and parents and family members
* Supporting programs that reach parents and family members at home, in the community, and at school
* Disseminating information on best practices focused on parent and family engagement, especially best practices for increasing the engagement of economically disadvantaged parents and family members
* Collaborating, or providing subgrants to schools to enable such schools to collaborate, with community-based or other organizations or employers with a record of success in improving and increasing parent and family engagement
* Engaging in any other activities and strategies that the local educational agency determines are appropriate and consistent with such agency’s parent and family engagement policy

*Section 1116(a)(3)(D)* |
| ***Coordination of Services*** |
| **The Parent and Family Engagement Policy Describes how the School System will:** | **What are the Federal\* and State Requirements?** |
| * Coordinate and integrate parent and family engagement programs, activities, and strategies with other Federal, State, and local programs, including public preschool programs, *(applicable to elementary schools),* college and career ready resources or organizations *(applicable to middle and high schools)*, parent resource centers, or other programs
 | Coordinate and integrate parent and family engagement strategies… with parent and under family engagement strategies, to the extent feasible and appropriate, with other relevant Federal, State, and local laws and programs. *Section 1116(a)(2)(C)*To the extent feasible and appropriate, coordinate and integrate parental 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 to fully participating in the education of their children. *Section 1116(e)(4)* |
| ***Building Capacity of Parents*** |
| **The Parent and Family Engagement Policy Describes how the School System will provide:** | **What are the Federal\* and State Requirements?** |
| * Assistance to parents of children served by the school district or school in understanding topics such as
* The Georgia Standards of Excellence
* Georgia Milestones
* Title I, Part A requirements
* Strategies parents can use to support their child’s academic progress
* Partnering with teachers to support their child’s academic achievements
* 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 family engagement
* Information and school reports required under section 1111 in a format and, to the extent practicable, in a language such parents understand
* To the extent practicable, 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)
* Applicable to school systems with Academic Parent-Teacher Teams (APTT) trained by the Georgia Department of Education (GaDOE), an explanation of what APTT is and an invitation for parents to partner with teachers to set individual academic achievement goals to be addressed through at-home learning activities and strategies. [A list of APTT school systems is available at <http://bit.ly/apttgeorgia>]
 | The school district will, with the assistance of its Title I, Part A schools, provide assistance to parents of children served by the school district or school, as appropriate, in understanding topics such as the following: * The challenging State academic standards
* The state and local academic 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 achievement of their children

*Section 1116(e)(1)*Provide materials and training to help parents 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)*To the extent practicable, provide 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)* |
| ***Building Capacity of School Staff*** |
| **The Parent and Family Engagement Policy Describes how the School System will Train Teachers, Specialized Instructional Support Personnel, Principals, Other School Leaders, and Other staff:** | **What are the Federal\* and State Requirements?** |
| * In the value and utility of contributions of parents
* In how to reach out to, communicate with, and work with parents as equal partners,
* To implement and coordinate parent programs and build ties between parents and the school
* To provide information in a format, to the extent practicable, in a language the parents can understand
* To respond to parent requests for other reasonable support for family engagement activities
* Planned and implemented with meaningful consultation and assistance of parents
* Applicable to school systems with Academic Parent-Teacher Teams (APTT) trained by the GaDOE, to implement the APTT model as a family engagement strategy and explain the purpose of the Family Engagement Leadership Team (FELT) [A list of APTT school systems is available at <http://bit.ly/apttgeorgia>]
 | Each school and local educational agency assisted under this part will educate teachers, specialized instructional support personnel, principals, other school leaders, 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. *Section 1116(e)(3)*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)*Provide such other reasonable support for parental involvement activities under Section 1116, as parents may request. *Section 1116(e)(14)* |
| ***Building Capacity for Involvement*** |
| **Did the School System and Their Parents Choose to Include the Following Discretionary (Optional) Components in the Parent and Family Engagement Policy?**  | *The Parent and Family Engagement Policy may include additional sections describing other discretionary activities that the district, in consultation with its parents, chooses to undertake to build capacity.* |
| * **Trainings:** Involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of the training.
* **Literacy Training:** 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.
* **Expenses to Enable Participation:** Pay reasonable and necessary expenses associated with local family engagement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions.
* **Parent Leadership:** Train parents to enhance the engagement of other parents.
* **Flexible Options:** Arrange school meetings at a variety of times, or conduct in-home conferences between teachers or other educators who work directly with participating children and parents who are unable to attend those conferences at school, to maximize family engagement and participation.
* **Model Approaches:** Adopt and implement model approaches to improving family engagement.
* **Parent Advisory Council:** Establish a system-wide parent advisory council to provide advice on all matters related to family engagement in Title I, Part A programs.
* **Community and Business Roles:** Develop appropriate roles for community-based organizations and businesses in family engagement activities.
 | To ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement, each school and local educational agency assisted under this part—May involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of such training*Section 1116(e)(6)*May 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)*May 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)*May train parents to enhance the involvement of other parents*Section 1116(e)(9)*May arrange school meetings at a variety of times, or conduct in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend such conferences at school, in order to maximize parental involvement and participation*Section 1116(e)(10)*May adopt and implement model approaches to improving parental involvement*Section 1116(e)(11)*May establish a districtwide parent advisory council to provide advice on all matters related to parental involvement in programs supported under this section*Section 1116(e)(12)*May develop appropriate roles for community-based organizations and businesses in parent involvement activities*Section 1116(e)(13)* |
| ***Revision Date and School Year*** |
| **The Parent and Family Engagement Policy** | **What are the State Requirements?** |
| * Includes a revision date (month/day/year) prior to November 1
* Does not include multiple revision dates
* Has a revision date after parents and family members provided input but no later than November 1
* Includes the school year (e.g., 20XX-20XX)
 | The Parent and Family Engagement Policy should reflect a revision date (month/date/year) as well as school year. |

***Note:*** *After final revision, ensure that the Parent and Family Engagement Policy/Plan is in an understandable and uniform format and, to the extent practicable, provided in a language the parents can understand. During Cross-Functional Monitoring, the Georgia Department of Education monitoring team will review documentation as part of the monitoring indicator for “Distribution in Multiple Ways and Accessibility” whether the Parent and Family Engagement Policy/Plan is in an understandable and uniform format and provided in a language parents can understand. Please refer to the Checklist for Distribution available on the Family-School Partnership Program’s* [*Distribution webpage*](http://www.gadoe.org/School-Improvement/Federal-Programs/Partnerships/Pages/Distribution.aspx)*.*

This checklist was reviewed by the following school system representatives:

School Representative’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title/Role: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Federal Programs Representative’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title/Role: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_