



## District Parent and Family Engagement Policy Checklist



In support of strengthening student academic achievement, each local educational agency (LEA) that receives Title I, Part A funds must develop jointly with, agree on with, and distribute to, parents of participating children a written parent and family engagement policy that contains information required by PL 114-95 Section 1116(a)(2) of the Every Student Succeeds Act (ESSA). The policy establishes the LEA's expectations for parental involvement and describes how the LEA will implement a number of specific parental involvement activities.

Please use the checklist below as a support tool in helping you create and assess your District Parental Involvement Policy:

Yes	No	
		Does the LEA have a current year district parent and family engagement policy? PL 114-95 Section 1116 (a)(2)
		Is the district parent and family engagement policy presented in a format and written in a language parents/families can understand? (is it user friendly?) PL 114-95 Section 1116 (b)(1)
		Was the district parent and family engagement policy jointly developed with and agreed on with parents? PL 114-95 Section 1116 (a)(2)
		<i>Invitation to parents/families to attend meeting?</i>
		<i>Agendas for meetings?</i>
		<i>Sign-in sheet for meetings including name and title/position?</i>
		<i>Minutes of meeting?</i>
		Was the district parent and family engagement policy distributed to parents/families? (Not all listed below are required but identify and document how the district policy was distributed) PL 114-95 Section 1116 (a)(2)
		<i>Student handbook?</i>
		<i>District website?</i>
		<i>Direct mail?</i>
		<i>E-mail?</i>
		<i>Placed in newspaper?</i>
		<i>Provided at student registration?</i>
		<i>Provided and explained at beginning of school year event?</i>
		<i>Discussed at parent-teacher conference?</i>
		<i>Other?</i>

Yes	No	
		Does the district policy describe how the LEA will involve parents in the joint development of the Schoolwide Plan (District Improvement Plan) and, if necessary, the School Improvement Plan? PL 114-95 Section 1116 (a)(2)(A)
		Does the district policy describe how the LEA will provide the coordination, technical assistance, and other support necessary to assist and build the capacity of all participating schools to plan and implement effective parent involvement activities to improve student academic achievement and school performance? PL 114-95 Section 1116(a)(2)(B)
		<b>Building Capacity Requirements</b>
		1. Shall provide assistance to parents/families in understanding such topics as the challenging State academic standards, State and local academic assessments, how to monitor a child's progress, and how to work with educators to improve the achievement of their children. PL 114-95 Section 1116 (e)(1)
		2. Shall provide materials and training to help parents to work with their children to improve their children's achievement, such as literacy and technology. PL 114-95 Section 1116 (e)(2)
		3. Shall educate teachers, specialized instruction support personnel, principals, and other school leaders, and other staff, with the assistance of parents, in the value and utility of contributions of parents/families, 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 the parents and the school. PL 114-95 Section 1116 (e)(3)
		4. Shall, to the extent feasible and appropriate, coordinate and integrate parental involvement programs and activities with other Federal, State, and local programs, including public public preschool programs, and conduct other activities such as parent resource centers. PL 114-95 Section 1118 (a)(2)(C) and
		5. Shall ensure that information related to school and parent/family programs, meetings, and other activities is sent to the parents/families in a format and, to the extent practicable, in a language the parents can understand. PL 114-95 Section 1116 (e)(5)

Yes	No	
		6. Shall provide such other reasonable support for parental involvement activities under this section as parents may request. PL 114-95 Section 1116 (e)(14)
		<i>For all the building capacity requirements maintain documentation...</i>
		<i>Publicity and invitation to parents about events</i>
		<i>Agendas for meetings and programs</i>
		<i>Sign-in sheets at meetings and training events including name and position/title</i>
		<i>Minutes of meetings or record of training event</i>
		<i>Letters and newsletters and other print info</i>
		<i>E-mails and electronic files</i>
		<i>Telephone log</i>
		<i>Record of home visits</i>
		Does the district policy describe how the LEA will build the schools' capacity for parental involvement in the following ways... (Building Capacity Options)
		1. May involve parents/families in the development of training for teachers, principals, and other educators to improve the effectiveness of such training. PL 114-95 Section 1116(e)(6) Optional
		2. May provide necessary literacy training from funds received under this if the LEA has exhausted all other reasonably available sources of funding for such training. PL 114-95 Section 1116 (e)(7) Optional
		3. May pay reasonable and necessary expenses associated with local parental involvement activities, including transportation and child care costs, to enable parents/families to participate in school-related meetings and trainings. PL 114-95 Section 1116 (e)(8) Optional
		4. May train parents to enhance the involvement of other parents. PL 114-95 Section 1116 (e)(9) Optional
		5. May arrange school meetings at a variety of times, or conduct in-home conferences between teachers and other educators with parents/families who are unable to attend such conferences at school in order to maximize parental involvement and participation. PL 114-95 Section 1116 (e)(10) Optional
		6. May adopt and implement model approaches to improving parental involvement. PL 114-95 Section 1116 (e)(11) Optional
		7. May establish a districtwide parent advisory council to provide advice on all matters related to parental involvement in programs supported under this section. PL 114-95 Section 1116 (e)(12) Optional

Yes	No	
		8. May develop appropriate roles for community-based organizations and businesses in parental involvement activities. PL 114-95 Section 1116 (e)(13) Optional
		<i>For all the building capacity options maintain documentation...</i>
		<i>Publicity and invitation to parents about events</i>
		<i>Agendas for meetings and programs</i>
		<i>Sign-in sheets at meetings and training events including name and position/title</i>
		<i>Minutes of meetings or record of training event</i>
		<i>Letters and newsletters and other print info</i>
		<i>E-mails and electronic files</i>
		<i>Telephone log</i>
		<i>Record of home visits</i>
		Does the district policy describe how the LEA will coordinate and integrate parental involvement strategies, to the extent feasible and appropriate, with relevant Federal, State, and local laws and programs? PL 114-95 Section 1118 (a)(2)(C)
		Does the district policy describe how, with the meaningful involvement of parents, the LEA will conduct an annual evaluation of the content and effectiveness of the parent and family engagement policy in improving the academic quality of all schools? PL 114-95 Section 1116 (a)(2)(D)
		Does the district policy describe that the annual evaluation will also (i) identify barriers to greater participation by parents/families in activities authorized by this section (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); (ii) identify needs of parents/families to assist with the learning of their children; (iii) identify strategies to support successful school and family interactions? PL107-110 Section 1118 (a)(2)(D)(i - iii)

		Does the district policy describe that the findings from the evaluation will be used to design evidence-based strategies for more effective parental involvement and to revise, if necessary, the parent and family engagement (district and school) policies? PL 114-95 Section 1116 (a)(2)(E)
		<i>Retain documentation of surveys and other evaluation tools</i>
		<i>Maintain sign-in sheets and records of interviews</i>
		<i>Sign-in sheet for meetings</i>
		<i>Agenda of meeting to discuss evaluation data</i>
		<i>Minutes of meetings</i>
		Does the district policy describe how to involve parents in the activities of the schools, which may include establishing a parent advisory board? PL 114-95 Section 1116 (a)(2)(F)