



Checklist for Building Capacity of Parents

Based on the Every Student Succeeds Act, Title I, Section 1116

School Name: _____

Name of Meeting /
Communication Topic: _____

Date of Meeting /
Communication: _____

<p><u>Primary Method: In-Person or Online Parent Meetings</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Agenda with <i>date</i> <input type="checkbox"/> Sign-in sheets with <i>date and role as parent</i> <input type="checkbox"/> Minutes / Notes / Summary / Handout / Presentation <p>Slides</p> <ul style="list-style-type: none"> <input type="checkbox"/> Feedback / Evaluation Form <input type="checkbox"/> Evidence that transportation / child care / interpreters / accommodations were provided, if applicable <input type="checkbox"/> Evidence that meeting was held at a convenient time for parents based on surveys or feedback forms <p><input type="checkbox"/> Invitation in 2 or more ways</p> <ul style="list-style-type: none"> <input type="checkbox"/> ALL PARENTS were invited <input type="checkbox"/> Only PARENTS OF ELs were invited (to a WIDA Assessment overview; to a Title I Meeting in another language) <p>How were your parents invited? (Indicate type of invitation on the lines below, e.g., flyer, social media post, calls)</p> <p>1. _____: Was it in an understandable format and language? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>2. _____: Was it in an understandable format and language? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><u>Secondary Method: Continuous Communications</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Copy of email / text message / social media posts / website / parent portal / newsletter / link to video / tip sheets / flyers / handout / brochure / other communication with <i>date</i> <p><i>For Example: Logs of phone calls / emails / text messages / home visits with date demonstrating two way communication</i></p>	<p><u>Examples of topics to be discussed</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> challenging State academic standards <input type="checkbox"/> State and local academic assessments, including alternate assessments <input type="checkbox"/> what is Title I and parent rights <input type="checkbox"/> how to monitor a child's progress <input type="checkbox"/> work with educators to improve the achievement of their children <input type="checkbox"/> parent and family engagement programs and activities coordinated and integrated with other Federal, State, and local programs, including public preschool programs, or school transitions <input type="checkbox"/> parent resource centers <input type="checkbox"/> other activities that encourage and support parents in more fully participating in the education of their children <input type="checkbox"/> 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) <input type="checkbox"/> other reasonable support for parental involvement activities as parents may request:
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Section 1112(e)(3)(C) - Evidence of effective means of outreach to parents of English Learners

- To inform parents regarding how the parents can be involved in the education of their children and be active participants in assisting their children to
 - o attain English proficiency
 - o achieve at high levels within a well-rounded education
 - o meet the challenging State academic standards expected of all students
- To include holding and sending notice of opportunities for regular meetings for the purpose of formulating and responding to recommendations from parents of students assisted under Title I or Title III

Feedback / Evaluation Form

Evidence that transportation / child care / interpreters / accommodations were provided, if applicable

Evidence that meeting was held at a convenient time for parents based on surveys or feedback forms

Why?

Each Title I school shall provide assistance to parents of children served by the school or local educational agency, as appropriate, in understanding such topics as the challenging State academic standards, State and local academic assessments, the requirements of this part, and how to monitor a child’s progress and work with educators to improve the achievement of their children - Section 1116(e)(1)

Each Title I school shall 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 (including education about the harms of copyright piracy), as appropriate, to foster parental involvement - Section 1116(e)(2)

Each Title I school shall, to the extent feasible and appropriate, coordinate and integrate parent 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 in more fully participating in the education of their children - Section 1116(e)(4)

Each Title I school shall 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) and Section 1112(e)(4)

Each Title I school shall provide such other reasonable support for parental involvement activities under this section as parents may request. - Section 1116(e)(14)

Each Title I school shall implement an effective means of outreach to parents of English learners to inform the parents regarding how the parents can be involved in the education of their children and be active participants in assisting their children to attain English proficiency, achieve at high levels within a well-rounded education, and meet the challenging State academic standards expected of all students [and]... shall include holding, and sending notice of opportunities for, regular meetings for the purpose of formulating and responding to recommendations from parents of students assisted under [Title I] or Title III. – Section 1112(e)(3)(C)

School Staff Signature* _____

Title _____ Date _____

District Office Staff Signature* _____

Title _____ Date _____

*Signatures indicate documents were reviewed and meet Title I Parent and Family Engagement requirements.