



Checklist for Building Capacity of School Staff

Based on the Every Student Succeeds Act, Title I, Part A, Section 1116 and 1112

School Name: _____

The district office using this or a district-developed checklist to include all required components must document at least two or more options per semester at each Title I school. All checkboxes with an asterisk must be marked. In addition, the school must provide supporting documentation with the checklist. All indented checkboxes must be covered at some point during the school year but not necessarily during each option.

Documentation	
<input type="checkbox"/> <u>Primary Method: In-Person or Online Faculty Meetings/Sessions</u>	
Title of Meeting: _____ Date of Meeting: _____	
<input type="checkbox"/> *Agenda with <i>date and time</i>	
<input type="checkbox"/> *Sign-in sheets with <i>date, time, and role</i> :	
<input type="checkbox"/> Teachers	
<input type="checkbox"/> Specialized instructional support personnel	
<input type="checkbox"/> Principals	
<input type="checkbox"/> Other school leaders	
<input type="checkbox"/> Other staff	
<input type="checkbox"/> *Meeting Minutes / Notes / Summary / Handout / Presentation Slides to document discussed topics:	
<u>Shall #3 per Section 1116(e)(3)</u>	
<input type="checkbox"/> The value and utility of contributions of parents	
<input type="checkbox"/> How to reach out to, communicate with, and work with parents as equal partners	
<input type="checkbox"/> Implement and coordinate parent programs	
<input type="checkbox"/> Build ties between parents and the school	
<u>Coordination of Services per Section 1116(e)(4)</u>	
<input type="checkbox"/> To the extent feasible and appropriate, school staff have discussed the coordination and integration of parent and family engagement programs and activities with other Federal, State, and local programs, including public preschool programs	
<u>Activities per Section 1116(e)(14)</u>	
<input type="checkbox"/> School staff have reviewed feedback from parents and discussed other activities that encourage and support parents in more fully participating in the education of their children, i.e., parent resource centers, or	
<hr/>	
<u>All Parents of English Learners (ELs) per Section 1112(e)(3)(C) and Section 1112(e)(4)</u>	
<input type="checkbox"/> Implement an effective means of outreach to parents of all ELs	
<input type="checkbox"/> Provide notice and information to parents of all ELs in an understandable and uniform format and, to the extent practicable, provided in a language that parents can understand	
<u>Accessibility per Section 1116(f)</u>	
<input type="checkbox"/> School staff have been trained on sending information to parents in a format and, to the extent practicable, in a language the parents can understand	

***Feedback / Evaluation Form**

Secondary Method: Continuous Communications

Subject of Communication: _____

Date(s) Communication Sent: _____

Copy of communication with *date addressed to school staff:

- Teachers
- Specialized instructional support personnel
- Principals
- Other school leaders
- Other staff

***Copy of email / screenshot of staff portal / social media posts / online training videos / tip sheets / flyers / handouts / brochures / websites** focused on topics:

- The value and utility of contributions of parents
- How to reach out to, communicate with, and work with parents as equal partners
- Implement and coordinate parent programs
- Build ties between parents and the school

Why?

- Each Title I school shall educate teachers, specialized instructional support personnel, principals, and 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)*
- 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 parent in 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 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. Title I schools in partnership with the Illinois State Board of Education to implement Academic Parent-Teacher Teams (APTT) with fidelity will have met the requirements of building capacity for both school staff and parents. LEAs may use this checklist to monitor its APTT School's documentation.

5/22/2018