



**Checklist for Distribution**

Title I, Part A, Section 1116 of the Every Student Succeeds Act (ESSA) requires that each school served under Title I, Part A, distribute to parents and family members of participating children a written district-level and school-level parent and family engagement policy and school-parent compacts. All documents must be distributed to parents in a timely manner. The district-level and school-level Parent and Family Engagement policies should have a reference to the chosen methods of distributing the information. As the school and district representatives are reviewing the documentation of multiple distribution methods, they may use the following checklist to record the evidence.

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

**Which Document Are You Reviewing?**

Check only one. Use this template for each document review.

- District Parent and Family Engagement Policy/Plan distributed by November 1st
- School Parent and Family Engagement Policy/Plan distributed by November 1st
- School-Parent Compact distributed by November 1st
- Other \_\_\_\_\_

**What Types of Documentation Shows Evidence of Distributing in Multiple Ways?**

<b>Method of Distribution (must use two or more methods)</b>	<b>Date of Distribution</b>
<input type="checkbox"/> Screenshot of school website with a link to documents and date of screenshot taken	
<input type="checkbox"/> Screenshot of school social media with a link to documents and date of screenshot taken	
<input type="checkbox"/> Annual Title I meeting documentation to include invitations, agenda, sign-in sheets, and minutes/notes, or presentation slides indicating distribution of documents	
<input type="checkbox"/> Signed and dated teacher dissemination statement indicating that the documents were sent home with each student	
<input type="checkbox"/> Signed and dated signature sheet or section for the School-Parent Compact	
<input type="checkbox"/> Parent-Teacher Conference(s) with a sign-in sheet of parents' signatures, dates, and names of documents discussed	
<input type="checkbox"/> Email or text message with attachments or links to documents posted online	
<input type="checkbox"/> Included in student registration packets with signed acknowledgements of receipt	
<input type="checkbox"/> Included in the Student Handbook with signed and dated acknowledgements of receipt	
<input type="checkbox"/> Mailed letter with a dated postage receipt and list of mailing addresses	



<input type="checkbox"/> Picture of documents in the Parent Resource Center or the front office and date of picture taken	
<input type="checkbox"/> Other _____	

**ACCESSIBILITY**

- The document is in a language or languages parents can understand.
- The document is in a format that parents can understand.

*To the extent practicable, the district and schools must provide opportunities for the informed participation of parents and family members, including those who have limited English proficiency, with disabilities, and of migratory children. Excerpt from Section 1116(f) and Section 1116(e)(5)*

**SCHOOL-PARENT COMPACT  
Signatures and Dates**

- Signed and dated by the child’s teacher or school representative (Recommended for the homeroom teacher to be the school representative)
- Signed and dated by parent
- Signed and dated by student

*Signatures and dates may be on a separate signature sheet or a section of the School-Parent Compact. A sampling of signed compacts including all required signatures prior to November 1<sup>st</sup> may be used as documentation to evidence one of the requirements for multiple methods of distribution. School signatures do not have to be original.*

This checklist was reviewed by the following school and district representatives:

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

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

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**District Representative’s Name:** \_\_\_\_\_

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

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_