

Parent and Family Engagement: LEA Sample Checklist¹

The Every Student Succeeds Act – Title I, Part A, Section 1116

The Local educational agency (LEA) or a Title I school may use this document to determine whether the LEA or Title I school meets federal requirements under Title I, Part A, Section 1116. If an indicator is assessed as “Not Met,” then revision is required in order to meet state and federal requirements. The LEA’s parent and family engagement policy must be periodically updated to reflect the needs of families, distributed to families in a language they can understand, and incorporated into the LEA’s plans. The Title I school’s parent and family engagement policy and school-parent compact also must be periodically updated to reflect the needs of families and distributed to families in a language they can understand.





Recommended Documentation



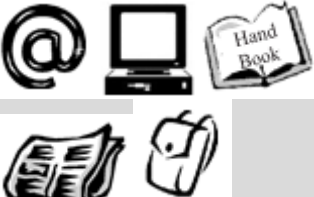
ICON KEY:


	Email		Correspondence sent home with students
	Letter		Meeting Presentation/Conference (<u>please</u> collect sign-in sheets, agenda, minutes, or deliverable product)
	Student Handbook		Phone
	Newspaper		Website

¹ This guidance supersedes any previous NDE guidance on this topic and will remain in effect until further notice from NDE.



LEA Parent and Family Engagement Policy – LEA


Indicator	Evidence Examples	Assessment	Recommended Form(s) of Documentation
<p>1. The policy was developed jointly with and agreed on with parents and family members.</p> <p><i>Section 1116(a)(2)</i></p>	<ul style="list-style-type: none"> <input type="checkbox"/> Parent and Family Engagement Policy with revision date (month/date/year) <input type="checkbox"/> Flyers <input type="checkbox"/> Letters <input type="checkbox"/> Meeting agendas/minutes <input type="checkbox"/> Parent surveys/record of parent feedback <input type="checkbox"/> Webpage 	<ul style="list-style-type: none"> <input type="checkbox"/> Met <input type="checkbox"/> Not Met <input type="checkbox"/> N/A 	
<p>2. The policy was distributed to parents and family members in a language they can understand.</p> <p><i>Section 1116(a)(2) and Section 1116(f)</i></p>	<ul style="list-style-type: none"> <input type="checkbox"/> Policy print out in English <input type="checkbox"/> Policy print out translated in another language <input type="checkbox"/> Student handbook <input type="checkbox"/> Webpage 	<ul style="list-style-type: none"> <input type="checkbox"/> Met <input type="checkbox"/> Not Met <input type="checkbox"/> N/A 	
<p>3. The policy is incorporated in the LEA's plan developed under Section 1112.</p> <p><i>Section 1116(a)(2)</i></p>	<ul style="list-style-type: none"> <input type="checkbox"/> LEA's plan (i.e. District Performance Plan) 	<ul style="list-style-type: none"> <input type="checkbox"/> Met <input type="checkbox"/> Not Met <input type="checkbox"/> N/A 	
<p>4. The policy describes how the LEA will involve parents and family members in jointly developing the LEA plan and the development of support and improvement plans.</p> <p><i>Section 1116(a)(2)(A)</i></p>	<ul style="list-style-type: none"> <input type="checkbox"/> Description in LEA Parent and Family Engagement Policy 	<ul style="list-style-type: none"> <input type="checkbox"/> Met <input type="checkbox"/> Not Met <input type="checkbox"/> N/A 	 <p><small>*Include the page number the indicator is located in the policy</small></p>

Indicator	Evidence Examples	Assessment	Recommended Form(s) of Documentation
<p>5. The policy describes how the LEA will provide coordination, technical assistance, and other support necessary to assist and build the capacity of all participating schools within the LEA in planning and implementing effective parent and family involvement activities to improve student academic achievement and school performance.</p> <p><i>Section 1116(a)(2)(B)</i></p>	<input type="checkbox"/> Description in LEA Parent and Family Engagement Policy	<input type="checkbox"/> Met <input type="checkbox"/> Not Met <input type="checkbox"/> N/A	 <p>*Include the page number the indicator is located in the policy</p>
<p>6. The policy describes how the LEA will coordinate and integrate parent and family engagement strategies, to the extent feasible, with other relevant Federal, State, and local laws and programs.</p> <p><i>Section 1116(a)(2)(C)</i></p>	<input type="checkbox"/> Description in LEA Parent and Family Engagement Policy	<input type="checkbox"/> Met <input type="checkbox"/> Not Met <input type="checkbox"/> N/A	 <p>*Include the page number the indicator is located in the policy</p>
<p>7. The policy describes how the LEA will conduct an annual evaluation of the content and effectiveness of the policy in improving the academic quality of Title I schools, including identifying</p> <ul style="list-style-type: none"> barriers to greater participation by families (with particular attention to parents who are economically disadvantaged, disabled, have limited English proficiency, have limited literacy, or are a racial or 	<input type="checkbox"/> Description in LEA Parent and Family Engagement Policy	<input type="checkbox"/> Met <input type="checkbox"/> Not Met <input type="checkbox"/> N/A	 <p>*Include the page number the indicator is located in the policy</p>

Indicator	Evidence Examples	Assessment	Recommended Form(s) of Documentation
ethnic minority background), <ul style="list-style-type: none"> the needs of parents and family members to assist with the learning of their children; and strategies to support successful school and family interactions. <i>Section 1116(a)(2)(D)</i>			
8. The policy describes how the LEA will involve parents in the activities of Title I schools, which may include establishing an advisory board to develop, revise, and review the engagement policy. <i>Section 1116(a)(2)(F)</i>	<input type="checkbox"/> Description in LEA Parent and Family Engagement Policy	<input type="checkbox"/> Met <input type="checkbox"/> Not Met <input type="checkbox"/> N/A	 <p>*Include the page number the indicator is located in the policy</p>




Reservation and Use of Funds – LEA


















Indicator	Evidence Examples	Assessment	Recommended Form(s) of Documentation
<p>1. The LEA reserved at least 1 percent of its allocation under Title I, Part A to assist schools to carry out parent and family engagement activities.</p> <p>*Not applicable if the 1 percent of the district allocation for the fiscal year is \$5,000 or less.</p> <p><i>Section 1116(a)(3)(A)</i></p>	<input type="checkbox"/> Bookkeeping record of related expenditures	<input type="checkbox"/> Met <input type="checkbox"/> Not Met <input type="checkbox"/> N/A	
<p>2. Parents and family members of Title I schools are involved in the decisions regarding how funds are allotted for parental involvement activities.</p> <p><i>Section 1116(a)(3)(B)</i></p>	<input type="checkbox"/> Dated meeting agendas/minutes <input type="checkbox"/> Dated sign-in sheets <input type="checkbox"/> Expenditures for parent involvement <input type="checkbox"/> Flyers or invitations <input type="checkbox"/> Letters <input type="checkbox"/> Parent surveys/record of parent feedback	<input type="checkbox"/> Met <input type="checkbox"/> Not Met <input type="checkbox"/> N/A	
<p>3. Of the 1% of Title I, Part A funds mandated to fund parent and family engagement, not less than 90 percent of funds allocated is distributed to Title I schools, with priority given to high-need schools.</p> <p><i>Section 1116(a)(3)(C)</i></p>	<input type="checkbox"/> Bookkeeping record of related expenditures/disbursement	<input type="checkbox"/> Met <input type="checkbox"/> Not Met <input type="checkbox"/> N/A	




Indicator	Evidence Examples	Assessment	Recommended Form(s) of Documentation
<p>4. Funds allocated under Title I, Part A will be used to carry out activities and strategies consistent with the LEA's parent and family engagement policy, including not less than 1 of the following</p> <ul style="list-style-type: none"> • supporting schools and nonprofit organizations in training school staff regarding engagement strategies; • supporting programs that reach families at home, in the community, and at school; • disseminating information on best practices focused on parent and family engagement, especially for increasing the engagement of economically disadvantaged parents and family members; • sub-granting to schools to collaborate with community-based organizations or businesses that have a track record of increasing parent and family engagement; or • engaging in any other activities that the LEA believes are appropriate and consistent with the LEA's parent and family engagement policy. <p><i>Section 1116(a)(3)(D)</i></p>	<p><input type="checkbox"/> Bookkeeping record of related expenditures</p>	<p><input type="checkbox"/> Met <input type="checkbox"/> Not Met <input type="checkbox"/> N/A</p>	


School Parent and Family Engagement Policy – LEA & School

*LEAs are required to ensure Title I school parent and family engagement policies meet federal requirements.

Indicator	Evidence Examples	Assessment	Recommended Form(s) of Documentation
<p>1. The policy was developed jointly with and agreed on with parents and family members.</p> <p><i>Section 1116(b)(1)</i></p>	<ul style="list-style-type: none"> <input type="checkbox"/> School Parent and Family Engagement Policy with revision date (month/date/year) <input type="checkbox"/> Dated sign-in sheets (indicating person's role and/or title) <input type="checkbox"/> Flyers <input type="checkbox"/> Letters <input type="checkbox"/> Meeting agendas/minutes <input type="checkbox"/> Parent surveys/record of parent feedback <input type="checkbox"/> Webpage 	<ul style="list-style-type: none"> <input type="checkbox"/> Met <input type="checkbox"/> Not Met 	 <p>*Include the page number the indicator is located in the policy</p>
<p>2. The policy was distributed to parents and family members in a format they can understand (including those who have limited English proficiency, those with disabilities, and those with migratory children).</p> <p><i>Section 1116(b)(1) and Section 1116(f)</i></p>	<ul style="list-style-type: none"> <input type="checkbox"/> Policy print out in English <input type="checkbox"/> Policy print out translated in another language <input type="checkbox"/> Student handbook <input type="checkbox"/> Webpage ADA compliant format 	<ul style="list-style-type: none"> <input type="checkbox"/> Met <input type="checkbox"/> Not Met 	 <p>*Include the page number the indicator is located in the policy</p>
<p>3. The LEA has a school-district level parent and family engagement policy that applies to all parents and family members in all schools and was amended to meet the federal</p>	<ul style="list-style-type: none"> <input type="checkbox"/> LEA Parent and Family Engagement Policy 	<ul style="list-style-type: none"> <input type="checkbox"/> Yes <input type="checkbox"/> No 	




Indicator	Evidence Examples	Assessment	Recommended Form(s) of Documentation
requirements of Section 1116. <i>Section 1116(b)(3)</i>			  *Include the page number the indicator is located in the policy
4. If the plan under Section 1112 (i.e. District Performance Plan) was not satisfactory to parents, parent comments about the plan were submitted to the state educational agency. <i>Section 1116(b)(4)</i>	<input type="checkbox"/> Comments from parents <input type="checkbox"/> Parent surveys	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	   
5. The policy describes how the school will convene an annual meeting at a convenient time, to which all parents of the participating children shall be invited and encouraged to attend, <ul style="list-style-type: none"> • to inform parents that their school receives Title I funds, • that these funds come with requirements; and • that parents have the right to be involved. <i>Section 1116(c)(1)</i>	<input type="checkbox"/> Description in School Parent and Family Engagement Policy	<input type="checkbox"/> Met <input type="checkbox"/> Not Met	      *Include the page number the indicator is located in the policy
6. The policy describes how the school will offer a flexible number of engagement meetings at convenient times for families (for which the school may provide transportation, child care, or home visits using Title I funds) that	<input type="checkbox"/> Description in School Parent and Family Engagement Policy	<input type="checkbox"/> Met <input type="checkbox"/> Not Met	    



Indicator	Evidence Examples	Assessment	Recommended Form(s) of Documentation
<p>relate to parental involvement.</p> <p><i>Section 1116(c)(2)</i></p>			 *Include the page number the indicator is located in the policy
<p>7. The policy describes how the school will involve parents in the planning, review, and improvement of</p> <ul style="list-style-type: none"> • Title I programs, • the school parent and family engagement policy; and • the plan under Section 1114(b) (i.e. School Performance Plan). <p>*If a school has in place a process for involving parents in the planning and design of the School Performance Plan, the school may use that process if it includes an adequate representation of parents of participating children.</p> <p><i>Section 1116(c)(3)</i></p>	<input type="checkbox"/> Description in School Parent and Family Engagement Policy	<input type="checkbox"/> Met <input type="checkbox"/> Not Met	 *Include the page number the indicator is located in the policy
<p>8. The policy provides parents</p> <ul style="list-style-type: none"> • timely information about Title I-funded programs, • a description and explanation of the curriculum and academic assessments the school uses, • the school achievement levels of the State academic standards; and • if requested, opportunities for regular meetings to participate in 	<input type="checkbox"/> Description in School Parent and Family Engagement Policy	<input type="checkbox"/> Met <input type="checkbox"/> Not Met	 *Include the page number the indicator is located in the policy



Indicator	Evidence Examples	Assessment	Recommended Form(s) of Documentation
<p>decisions relating to the education of their child.</p> <p><i>Section 1116(c)(4)</i></p>			
<p>9. The policy describes how the school will involve parents in the planning, review, and improvement of</p> <ul style="list-style-type: none"> • Title I programs, • the school parent and family engagement policy; and • the plan under Section 1114(b) (i.e. School Performance Plan). <p>*If a school has in place a process for involving parents in the planning and design of the School Performance Plan, the school may use that process if it includes an adequate representation of parents of participating children.</p> <p><i>Section 1116(c)(3)</i></p>	<p><input type="checkbox"/> Description in School Parent and Family Engagement Policy</p>	<p><input type="checkbox"/> Met</p> <p><input type="checkbox"/> Not Met</p>	 <p>*Include the page number the indicator is located in the policy</p>


School-Parent Compact and Building Capacity– LEA & School

*While the development of the school-parent compact is a component of the school-level parent and family engagement policy, LEAs are required to ensure the compacts were developed correctly.

Indicator	Evidence Examples	Assessment	Recommended Form(s) of Documentation
<p>1. The school jointly developed with parents a school-parent compact that outlines how parents, school staff, and students will share responsibility for improved student academic achievement and develop a partnership to help students achieve state standards.</p> <p><i>Section 1116(d)</i></p>	<ul style="list-style-type: none"> <input type="checkbox"/> Written procedure for school and parents to create, revise, and sign the compacts <input type="checkbox"/> Evidence that compact was developed jointly with parents (e.g., meeting agendas, meeting minutes, sign-in sheets, correspondence) <input type="checkbox"/> Copy of school-parent compacts signed and dated by each parent, student, and a school representative <input type="checkbox"/> Evidence that the compact was shared and utilized as a tool with all parents of students receiving Title I services 	<ul style="list-style-type: none"> <input type="checkbox"/> Met <input type="checkbox"/> Not Met 	 <p>*Include the page number the indicator is located in the policy</p>
<p>2. The school-parent compact was distributed to parents and family members in a language they can understand.</p> <p><i>Section 1116(f)</i></p>	<ul style="list-style-type: none"> <input type="checkbox"/> School-parent compact print out in English <input type="checkbox"/> School-parent compact print out translated in another language <input type="checkbox"/> Student handbook <input type="checkbox"/> Webpage 	<ul style="list-style-type: none"> <input type="checkbox"/> Met <input type="checkbox"/> Not Met 	 <p>*Include the page number the indicator is located in the policy</p>
<p>3. The school-parent compact describes</p> <ul style="list-style-type: none"> • the school’s responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment; and • the parents’ responsibility to support 	<ul style="list-style-type: none"> <input type="checkbox"/> Description in school-parent compact 	<ul style="list-style-type: none"> <input type="checkbox"/> Met <input type="checkbox"/> Not Met 	

Indicator	Evidence Examples	Assessment	Recommended Form(s) of Documentation
<p>their child(ren)'s learning, such as monitoring attendance, homework completion, television watching; volunteering in their child(ren)'s classroom and participating in decisions relating to their child(ren)'s education.</p> <p><i>Section 1116(d)(1)</i></p>			<p>*Include the page number the indicator is located in the policy</p>
<p>4. The school-parent compact addresses the importance of communication between teachers and parents on an ongoing basis, at a minimum</p> <ul style="list-style-type: none"> parent-teacher conferences in elementary schools, at least annually, during which the compact is discussed and how it relates to the individual child's achievement, frequent reports to parents on their child(ren)'s progress, access to opportunities to volunteer and participate in their child(ren)'s class; and regular two-way, meaningful communication between family members and school staff in a language they can understand. <p><i>Section 1116(d)(2)</i></p>	<p><input type="checkbox"/> Description in school-parent compact</p>	<p><input type="checkbox"/> Met <input type="checkbox"/> Not Met</p>	 <p>*Include the page number the indicator is located in the policy</p>
<p>5. The LEA and each Title I school</p> <ul style="list-style-type: none"> provides assistance to parents in understanding such topics as the state's academic standards, state and local assessments, the requirements 	<p><input type="checkbox"/> Brochures/flyers/newsletters <input type="checkbox"/> Dated agendas/minutes <input type="checkbox"/> Calendar</p>	<p><input type="checkbox"/> Met <input type="checkbox"/> Not Met</p>	

Indicator	Evidence Examples	Assessment	Recommended Form(s) of Documentation
<p>of Title I, how to monitor a child’s progress, and work with educators;</p> <ul style="list-style-type: none"> provides materials and training to help parents work with their child(ren) to improve their achievement; educates school staff, with the assistance of parents, in the value and utility of contributions of parents, and how to reach out to, communicate with, and work with parents as equal partners; integrates engagement strategies with other federal and state programs, including public preschool programs; and ensures that information related to programs, meetings, and other activities is sent to parents in a language they can understand. <p><i>Section 1116(e)</i></p>	<ul style="list-style-type: none"> <input type="checkbox"/> Feedback forms <input type="checkbox"/> Letters <input type="checkbox"/> Newspaper articles and/or media announcements <input type="checkbox"/> Parent or staff surveys <input type="checkbox"/> Schedule of parent education activities, trainings, classes, workshops, etc. <input type="checkbox"/> Training materials, handouts, worksheets 		 <p>*Include the page number the indicator is located in the policy</p>
<p>6. (OPTIONAL) The LEA and each Title I school</p> <ul style="list-style-type: none"> involves parents in the development of school staff training, provides training to parents to enhance the involvement of other parents, arranges school meetings or conducts in-home conferences between teachers and parents who are unable to attend such conferences at school, 	<ul style="list-style-type: none"> <input type="checkbox"/> Dated agendas/minutes <input type="checkbox"/> Calendar <input type="checkbox"/> Feedback forms <input type="checkbox"/> Letters <input type="checkbox"/> Parent surveys <input type="checkbox"/> Schedule of parent education activities, trainings, classes, 	<ul style="list-style-type: none"> <input type="checkbox"/> Yes <input type="checkbox"/> No 	

Indicator	Evidence Examples	Assessment	Recommended Form(s) of Documentation
<ul style="list-style-type: none"> establishes a districtwide parent advisory council, develops roles for community-based organizations and businesses in activities; and <p><i>Section 1116(e)</i></p>	<p>workshops, etc.</p> <p><input type="checkbox"/> Training materials, handouts, worksheets</p>		
<p>7. Except as otherwise provided in this subsection, the board of trustees of each school district shall ensure that the form prescribed by the Department is used for the educational involvement accord of each public school in the school district. The board of trustees of a school district may authorize the use of an expanded form that contains additions to the form prescribed by the Department if the basic information contained in the expanded form complies with the form prescribed by the Department. The Department and the board of trustees of each school district shall, at least once each year, review and amend their respective educational involvement accords.</p> <p>NRS 392.4575</p>	<p><input type="checkbox"/> Educational Involvement Accords</p>	<p><input type="checkbox"/> Met</p> <p><input type="checkbox"/> Not Met</p>	<div style="text-align: right;">  <p>[List date here]</p> </div>