



## School Parent and Family Engagement Policy Checklist

In support of strengthening student academic achievement, each school that receives Title I, Part A funds must develop jointly with, agree on with, and distribute to, families of participating children a written parent and family engagement policy that contains information required by ESSA 114-95 Section 1116 (b) & (c) of the Every Student Succeeds Act (ESSA). The policy establishes the school's expectations for family engagement and describes how the school will implement a number of specific family engagement activities. Please use the checklist below as a support tool in helping you create and assess your school parent and family engagement policy.

| YES | NO |   |
|-----|----|---|
|     |    | Does the school have a current year school parent and family engagement policy? ESSA Section 1116 (b)(1)  |
|     |    | Is the school parent and family engagement policy presented in a format and written in a language parents/families can understand? (is it user friendly?) ESSA Section 1116 (b)(1)  |
|     |    | Was the school parent and family engagement policy jointly developed with and agreed on with families? ESSA Section 1116 (b)(1)   |
|     |    | Documentation should include:   |
|     |    | - Invitation to parents/families to attend meeting?   |
|     |    | - Agendas for meetings?   |
|     |    | - Sign-in sheet for meetings including name and title/position?   |
|     |    | - Minutes of meeting?   |
|     |    | Was the school parent and family engagement policy distributed to parents/families? ESSA Section 1116(b)(1)   |
|     |    | Distribution methods: (Not all listed below are required)   |
|     |    | - Student handbook?   |
|     |    | - District website?   |
|     |    | - Direct mail?  |
|     |    | - E-mail?   |
|     |    | - Posted in newspaper?  |
|     |    | - Provided at student registration?   |
|     |    | - Provided and explained at a beginning of the year event?  |
|     |    | - Discussed at parent-teacher conference?   |
|     |    | - Other:  |
|     |    | - Other:  |
|     |    | Was the school parent and family engagement policy made available to the local community? ESSA Section 1116(b)(1)   |
|     |    | Documentation should include:   |
|     |    | - Newspaper Announcement?   |
|     |    | - Presented at budget school board meeting?   |
|     |    | - Provided to places of worship, civic organizations, businesses, etc?  |
|     |    | - Other:  |
|     |    | Does the school policy describe that there will be an annual meeting, at a convenient time, to which all families will be invited and encouraged to attend, to inform families of the school's participation under this part and to explain the requirements under this part, and the right of families to be involved? ESSA Section 1116(c)(1) |
|     |    | Documentation should include:   |
|     |    | - How the meeting was announced and parents invited - website, email blast, flyer, etc.   |
|     |    | - Agendas for meetings including any handouts   |
|     |    | - Sign-in sheet for meetings including name and title/position  |

| YES   | NO |  |
|---|----|--|
|   |    | Does the school policy affirm that the school will offer a flexible number of meetings, such as morning and evening, and may provide, with funds provided under this part, transportation, child care, or home visits, as such services related to family engagement? ESSA Section 1116(c)(2)  |
|   |    | Does the school policy describe how families will be involved in an organized, ongoing, and timely way in the planning, review, and improvement of programs under this part, including the planning, review, and improvement of the school parent and family engagement policy? ESSA Section 1116(c)(3)  |
|   |    | Does the school policy describe how families will be involved in an organized, ongoing, and timely way in the planning, review, and improvement of programs under this part, including the planning, review, and joint development of the school improvement plan? ESSA Section 1116(c)(3)   |
|   |    | Does the school policy address how parents/families will be provided timely information about school programs under this part? ESSA Section 1116(c)(4)(A)  |
|   |    | Does the school policy address how parents/families will be provided a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the achievement levels of the challenging State academic standards? ESSA Section 1116(c)(4)(B)   |
|   |    | Does the school policy address how parents/families, when requested, will have opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible? ESSA Section 1116(c)(4)(C)   |
|   |    | Does the school policy state that if the school improvement plan is not satisfactory to families that the school will submit any family comments on the plan when the school makes the plan available to the district? ESSA Section 1118(c)(5)   |
| <b>Building Capacity Requirements:</b> Does the school policy describe how the school will build the schools' (and families') capacity for family engagement in the following ways? |    |  |
|   |    | 1. Shall provide assistance to parents/families in understanding such topics as the challenging State academic standards, State and local academic assessments, and how to monitor a child's progress, and how to work with educators to improve the achievement of their children. ESSA Section 1116(e)(1)  |
|   |    | 2. Shall provide materials and training to help families to work with their children to improve their children's achievement, such as literacy training and using technology. ESSA Section 1116(e)(2)  |
|   |    | 3. Shall educate teachers, specialized instruction support personnel, principals and other school leaders and other staff, with the assistance of families, in the value and utility of contributions of parents/families, and in how to reach out to, communicate with, and work with families as equal partners, implement and coordinate family programs, and build ties between families and the school. ESSA Section 1116(e)(3) |
|   |    | 4. Shall, to the extent feasible and appropriate, coordinate and integrate family engagement programs and activities with other Federal, State, and local programs, including public preschool programs, and conduct other programs such as parent resource centers. ESSA Section 1116(a)(2)(C) and (e)(4)   |
|   |    | 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 families can understand. ESSA Section 1116(e)(5)   |
|   |    | 6. Shall provide such other reasonable support for family engagement activities under this section as families may request. ESSA Section 1116(e)(14)   |
| Documentation for building capacity requirements may include:   |    |  |
|   |    | - Publicity and invitations to families about events/ meetings   |
|   |    | - Agendas for events/meetings  |
|   |    | - Sign-in sheets at meetings and training events including name and position/title   |
|   |    | - Minutes of meetings/events   |
|   |    | - Letters, newsletters, and other printed information  |
|   |    | - E-mails  |
|   |    | - Phone logs   |
|   |    | - Record of home visits  |
|   |    | - Other:   |

| YES  | NO |   |
|--|----|---|
| <b>Building Capacity Options:</b> Does the school policy describe how the school will build the schools' and families' capacity for family engagement in the following ways? |    |   |
|  |    | 1. May involve parents/families in the development of training for teachers, principals, and other educators to improve the effectiveness of such training (optional). ESSA Section 1116(e)(6)  |
|  |    | 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 (optional). ESSA Section 1116(e)(7)  |
|  |    | 3. May pay reasonable and necessary expenses associated with local family engagement activities, including transportation and child care costs, to enable parents/families to participate in school-related meetings and trainings (optional). ESSA Section 1116(e)(8)                            |
|  |    | 4. May train families to enhance the involvement of other families (optional). ESSA Section 1116(e)(9)  |
|  |    | 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 family engagement and participation (optional). ESSA Section 1116(e)(10) |
|  |    | 6. May adopt and implement model approaches to improving family engagement (optional). ESSA Section 1116(e)(11)   |
|  |    | 7. May develop appropriate roles for community-based organizations and businesses in family engagement activities (optional). ESSA Section 1116(e)(13)  |
| Documentation for building capacity options may include:   |    |   |
|  |    | - Publicity and invitations to families about events/ meetings  |
|  |    | - Agendas for events/meetings   |
|  |    | - Sign-in sheets at meetings and training events including name and position/title  |
|  |    | - Minutes of meetings/events  |
|  |    | - Letters, newsletters, and other printed information   |
|  |    | - E-mails   |
|  |    | - Phone logs  |
|  |    | - Record of home visits   |
|  |    | - Other:  |

**For additional assistance, contact the Title I School & Community Services Office at  
(518) 473-0295 or via email at [conappta@nysed.gov](mailto:conappta@nysed.gov)**