

# Title I School Parent Engagement Checklist

If you receive Title I funds, here is a checklist to help you keep on track.

## Requirements:

- Distribute the School Parent Compact to all parents, *(may include in handbook, or in registration package, send in schoolwide email and post in school website/facebook)*
  - Review annually and gather parent feedback for updates
- Hold the Annual Title I Parent Meeting within the first school trimester **before Nov. 30th**
  - Easy ways to comply during social distancing:
    - Post screencast on your school website/facebook *(use survey to track attendance and gather feedback)*
    - Send email blast/newsletter including link to the screencast *(send distribution list or use survey to track attendance record)*
    - Add it as a Google Classroom assignment for parents *(assignment completion=attendance)*
    - Add link to screencast as a checkmark/step in online registration *(# of family registrations = attendance)*
- Develop a Parent Engagement Policy for the school with parents and partners
- Include school-wide components in UIP –
  - Who are you inviting
  - How did you invite them
  - What opportunities for meaningful parent engagement are offered
  - How often do parents and partners interact, give feedback or input
- Send the TI Annual Parent Meeting agenda, sign-in sheet and a copy of the School Parent Compact compact to [FederalProgramsCompliance@dpsk12.org](mailto:FederalProgramsCompliance@dpsk12.org) **before November 30<sup>th</sup>** *(For social distancing- you can send a copy of communication to parents that includes the link to the screencast/presentation). Click [here](#) for templates and samples*
- Request parent input as to how the 1% Title I funding for parent engagement is spent

## Best practices

- I actively engage parents in the development/revision of the School Parent Compact
- I incorporate feedback to update the Parent School Compact
- Include the following components in the school UIP
  - Title I Annual Parent Meeting
  - School Parent Compact
  - Parent Engagement Plan that includes who developed or reviewed it (parents, community partners, and teachers)

For questions and additional information please contact:

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