Family Engagement Planning Template

Use the following template to plan for all three core components of your family engagement program each year. The template is designed for you to respond to a set of questions for each component. The questions have been crafted considering the research on effective family engagement programs. Include aspects you are currently addressing as well as those that you will need to tackle.

Year	Component 1 Academic Achievement	Component 2 Advocacy and Decision Making	Component 3 Resource Brokerage
What do the MLL/ELL parents and staff need to know to increase academic and language performance gains?			
What do the MLL/ELL parents and staff need to know to successfully graduate MLLs/ELLs?			
What do the MLL/ELL parents and staff need to know to prevent the dropout of MLLs/ELLs?			
How will you assess staffs' needs?			
What assets do the parents and staff have that can be leveraged?			
What will be the focus of engagement activities?			

Year	Component 1 Academic Achievement	Component 2 Advocacy and Decision Making	Component 3 Resource Brokerage
Who will be involved in planning the engagement activities?			
How will you create a safe and welcoming environment for participants?			
What capacities need to be developed/strengthened for both parents and staff to improve the impact of the engagements?			
How will the required capacities be developed for both parents and staff?			
What resources and structures will be used to recruit participants?			
What resources and structures will be used to have strong engagements and communications?			
What are the expected implementation milestones for the year?			

Year	Component 1 Academic Achievement	Component 2 Advocacy and Decision Making	Component 3 Resource Brokerage
What is the expected impact of the activities?			
How will the impact of the activities be measured?			
How often will implementation progress and outcomes be measure?			
Who is responsible for monitoring the implementation of each component?			

Exercise adapted from the United States Department of Education's Newcomer Tool Kit released in 2017 that can be downloaded at:
https://www2.ed.gov/about/offices/list/oela/newcomers-toolkit/index.html