



## District Parent and Family Engagement Policy Checklist

In support of strengthening student academic achievement, each school district 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 Section 1116(a)(2) of the Every Student Succeeds Act (ESSA). The policy establishes the LEA's expectations for family engagement and describes how the district 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 district parent and family engagement policy.

YES	NO	
		Does the district have a current year district parent and family engagement policy? ESSA Section 1116 (a)(2)
		Is the district parent and family engagement policy presented in a format and written in a language parents/families can understand? ESSA Section 1116(b)(1)
		Was the district parent and family engagement policy jointly developed with and agreed on with parents/families? ESSA Section 1116(a)(2)
		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 district parent and family engagement policy distributed to parents/families? ESSA Section 1116(a)(2)
		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:
		Does the district policy describe how the district will involve families in the joint development of the District Improvement Plan? ESSA Section 1116(a)(2)(A)
		Does the district policy describe how the district will provide the coordination, technical assistance, and other support necessary to assist and <b>build the capacity</b> of all participating schools to plan and implement effective family engagement activities to improve student academic achievement and school performance? ESSA Section 1116(a)(2)(B)
<b>Building Capacity Requirements:</b> Does the district policy describe how the LEA will build the schools' capacity for family engagement in the following ways?		

YES	NO	
		1. Shall provide assistance to parents/families in understanding such topics as the challenging State academic standards, State and local academic assessments, 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 and technology. ESS 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 parent programs, and build ties between the 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 activities such as parent resource centers. ESSA Section 1116(a)(2)(C)
		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:
		- Other:
<b>Building Capacity Options:</b>		
Does the district policy describe how the LEA will build the schools' 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 train families to enhance the involvement of other families (optional). ESSA Section 1116(e)(9)
		4. 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)
		5. May adopt and implement model approaches to improving family engagement (optional). ESSA Section 1116(e)(11)
		6. May establish a districtwide parent advisory council to provide advice on all matters related to family engagement in programs supported under this section (optional). ESSA Section 1116(e)(12)
		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:

YES	NO	
		- Other:
		Does the district policy describe how the LEA will coordinate and integrate family engagement strategies, to the extent feasible and appropriate, with relevant Federal, State, and local laws and programs? ESSA Section 1116(a)(2)(C)
		Does the district policy describe how, with the meaningful involvement of families, the LEA will conduct an annual evaluation of the content and effectiveness of the parent and family engagement policy in improving the academic quality of all schools? ESSA Section 1116(a)(2)(D)
		Does the district policy describe that the annual evaluation will also (i) identify barriers to greater participation by parents/families in activities authorized by this section (with particular attention to families who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background); (ii) identify needs of parents/families to assist with the learning of their children; (iii) identify strategies to support successful school and family interactions? ESSA Section 1116(a)(2)(D)(i - iii)
		Does the district policy describe that the findings from the evaluation will be used to design evidence-based strategies for more effective family engagement and to revise, if necessary, the parent and family engagement (district and school) policies? ESSA Section 1116(a)(2)(E)
		Documentation may include:
		- Surveys and other evaluation tools
		- Sign-in sheets and records of interviews
		- Sign-in sheets for meetings with names and title/position
		- Agenda of meetings to discuss evaluation data
		- Minutes of meetings
		Does the district policy describe how to involve families in the activities of the schools, which may include establishing a parent advisory board? ESSA Section 1116(a)(2)(F)

**For additional assistance, contact the Office of ESSA-Funded Programs at  
(518) 473-0295 or via email at [conappta@nysed.gov](mailto:conappta@nysed.gov)**