

**Georgia Department of Education  
Templates for LEAs**

**Checklist for LEA Level Parental Involvement Policy  
(With Samples of Required Documentation)**

Title I Section 1118 of the Elementary and Secondary Education Act of 1965 (ESEA) requires that each LEA receiving Title I, Part A and Title I, Part A-ARRA funds develop jointly with , agree on with, and distribute to parents of participating children a written parent involvement policy.

**LEA:** \_\_\_\_\_

**LEA should give additional attention to the following areas:**

<i>Met</i>	<i>Not Met</i>	<i>NA</i>	<i>Indicator</i>	<i>Documentation</i>
( )	( )	( )	1. Develop jointly with, agree on with, and distribute to parents of participating children a written parent involvement policy and incorporated into a Local Education Agency (LEA) Plan developed under Section 1116.	<ul style="list-style-type: none"> <li>• Parent Policy</li> <li>• Correspondences to Parents</li> <li>• Parent Surveys</li> <li>• Dated Agendas</li> <li>• Dated Sign-in Sheets (indicating person's role and/or title)</li> <li>• Meeting Minutes</li> <li>• Distribution Date Calendar</li> <li>• Student Handbook, Annual Meeting</li> </ul>
( )	( )	( )	2. Involve parents in the process of school review and improvement under Section 1116.	<ul style="list-style-type: none"> <li>• Parent Letters and Surveys</li> <li>• Dated Agendas</li> <li>• Dated Sign-in Sheets (indicating person's role and/or title)</li> <li>• Meeting Minutes</li> </ul>
( )	( )	( )	3. Reserve one percent of LEA allocation, if \$500,000 or more, for parent involvement, including promoting family literacy and parenting skills and distribute ninety-five percent of this reserve fund to served schools.	<ul style="list-style-type: none"> <li>• Bookkeeping Record of Related Expenditures</li> <li>• Consolidated Application</li> </ul>

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<i>Met</i> <i>Not Met</i> <i>NA</i>	<i>Indicator</i>	<i>Documentation</i>
( )   ( )   ( )	4. Involve parents in the decision regarding how funds are allotted for parental involvement activities.	<ul style="list-style-type: none"> <li>• Letters and Surveys</li> <li>• Meeting Minutes</li> <li>• Dated Agendas and Sign-in Sheets (indicating person's role and/or title)</li> </ul>
( )   ( )   ( )	5. Provide the coordination, technical assistance and the other support necessary to assist participating schools in planning and implementing effective parent involvement programs.	<ul style="list-style-type: none"> <li>• Notifications to/from schools regarding technical assistance visits conducted</li> <li>• Written suggested recommendations for improvement from parents</li> </ul>
( )   ( )   ( )	6. Coordinate and integrate parental involvement strategies under Title I, Part A with parental involvement strategies under other programs, such as Head Start, Even Start, Title I, Part B; Migrant, Title I, part C; Homeless, the Parents as Teachers Program, the Home Instruction Program for Preschool Youngsters, PIRC and State-run preschool programs.	<ul style="list-style-type: none"> <li>• Evidence of coordination efforts i.e., Dated Agendas, Meeting Minutes, Sign-in Sheets (indicating person's role and/or title)</li> </ul>

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<i>Met</i> <i>Not Met</i> <i>NA</i>	<i>Indicator</i>	<i>Documentation</i>
<p>( )   ( )   ( )</p> <p>( )   ( )   ( )</p>	<p>7. Conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of the parental involvement policy:</p> <p style="margin-left: 40px;">a. To determine the effectiveness of the policy in increasing the participation of parents.</p> <p style="margin-left: 40px;">b. To identify barriers to greater participation by parents, giving particular attention to parents who are economically disadvantaged, disabled, have limited English proficiency, have limited literacy or of any racial or ethnic minority.</p>	<ul style="list-style-type: none"> <li>• Parent Evaluations and Surveys</li> <li>• Dated Agendas</li> <li>• Dated Sign-in Sheets (indicating person's role and/or title)</li> <li>• Meeting minutes documenting discussions regarding evaluation results, recommendations and revisions</li> </ul>
<p>( )   ( )   ( )</p>	<p>8. Use the findings of the evaluations in designing strategies for school improvement and revising, if necessary, an LEA Parental Involvement Policy and the School Parental Involvement Policies.</p>	<ul style="list-style-type: none"> <li>• Meeting minutes documenting discussions regarding evaluation results, recommendations and revisions</li> </ul>

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<i>Met</i>	<i>Not Met</i>	<i>NA</i>	<i>Indicator</i>	<i>Documentation</i>
			9. Provide assistance to participating parents in such areas as understanding the:	<ul style="list-style-type: none"> <li>• Newspaper Articles and/or Media Announcements</li> <li>• District Calendar</li> <li>• Schedule of Parent Education Activities, Trainings, Classes, Workshops, etc.</li> <li>• Newsletters</li> <li>• Flyers</li> <li>• Announcements</li> <li>• Copies of Handouts</li> <li>• Student Handbooks</li> <li>• Student Agendas or Planners</li> <li>• Parent Handbooks</li> <li>• Dated Agendas</li> <li>• Dated Sign-in Sheets from Parent Education Activities (indicating person's role and/or title)</li> <li>• Copies of Evaluation Forms</li> <li>• List of Materials for Meetings</li> </ul>
( )	( )	( )	a. National Education Goals.	
( )	( )	( )	b. State's content standards and student performance standards.	
( )	( )	( )	c. School improvement and corrective action process if applicable.	
( )	( )	( )	d. Components of a schoolwide program if applicable.	
( )	( )	( )	e. Components of a targeted assistance school program if applicable.	
( )	( )	( )	f. State and local assessments.	
( )	( )	( )	g. Requirements of Title I, Part A/ARRA.	
( )	( )	( )	h. Ways parents can monitor their children's progress and work with educators to improve the performance of their children.	
( )	( )	( )	i. Ways parents can participate in decisions relating to the education of their children.	

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<i>Met</i> <i>Not Met</i> <i>NA</i>	<i>Indicator</i>	<i>Documentation</i>
( )   ( )   ( )	10. Provide materials and training such as:	<ul style="list-style-type: none"> <li>• Parent Enrollment Dates and Parent Placement in Programs</li> <li>• Newsletters</li> <li>• Flyers</li> <li>• Announcements</li> <li>• Copies of Handouts</li> <li>• Student Handbooks</li> <li>• Student Agendas or Planners</li> <li>• Parent Handbooks</li> </ul>
( )   ( )   ( )	<p>a. Coordinating necessary literacy training and using technology from other sources to help parents work with their children to improve their children's achievement.</p> <p>b. Training to help parents work with their children to improve their children's achievement.</p>	<ul style="list-style-type: none"> <li>• Dated Agendas</li> <li>• Dated Sign-in Sheets from Parent Education Activities (indicating person's role and/or title)</li> <li>• Copies of Evaluation Forms</li> <li>• List of Materials for Meetings</li> </ul>
( )   ( )   ( )	11. Educate teachers, pupil services personnel, principals and other staff, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between home and school.	<ul style="list-style-type: none"> <li>• Staff Orientation Agenda/Minutes</li> <li>• Staff Surveys</li> <li>• Documentation of Staff Attendance</li> </ul>

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( )   ( )   ( )	12. Develop appropriate roles for community-based organizations and businesses in parent involvement activities, including providing information about opportunities for organizations and businesses to work with parents and schools, and encouraging the formation of partnerships between elementary, middle, and secondary schools and local businesses that include a role for parents.	<ul style="list-style-type: none"> <li>• Log of Calls to Community – Based Businesses/Partners/Letters to Businesses</li> <li>• Dated Agenda, Dated Sign–in sheets (indicating person’s role and title) Minutes from Meeting</li> <li>• Signed Partnership Plans with Dates</li> </ul>
( )   ( )   ( )	13. Establish a district-wide parent advisory council to provide advice on all matters related to parental involvement.	<ul style="list-style-type: none"> <li>• Newspaper Articles and Media Announcements</li> <li>• Letters, Flyers and other Announcements</li> <li>• Dated Agendas, Dated Meeting Minutes and Dated Sign–in Sheets</li> <li>• List of Members</li> </ul>
( )   ( )   ( ) <b>OPTIONAL</b>	14. Arrange district-wide meetings at a variety of times and may provide with funds provided under Title I, transportation or child care as such services relate to parental involvement.	<ul style="list-style-type: none"> <li>• Calendar, Schedule</li> <li>• Newsletters, Flyers, Announcements, Letters Minutes of Meeting</li> <li>• Dated Agendas and Sign – in Sheets</li> <li>• Records of Expenditure or Funds for Transportation and/or Child Care</li> </ul>
( )   ( )   ( ) <b>OPTIONAL</b>	15. Involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of such training.	<ul style="list-style-type: none"> <li>• Dated Agendas</li> <li>• Dated Sign – in Sheets (Including person’s role and title)</li> <li>• Letters to Parents</li> </ul>

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( )   ( )   ( ) <b>OPTIONAL</b>	16. Adopt and implement model approaches to improving parental involvement.	<ul style="list-style-type: none"> <li>• Indicate Model Approach</li> </ul>
( )   ( )   ( )	17. Conduct other activities, as appropriate and feasible, such as parent resource centers and opportunities for parents to learn about child development and child rearing issues beginning at the birth of a child, that are designed to help parents become full partners in the education of their children.	<ul style="list-style-type: none"> <li>• Calendar</li> <li>• Handbook</li> <li>• Newsletters</li> <li>• Dated Agendas</li> <li>• Dated Sign –in Sheets</li> <li>• Flyers, Announcements</li> </ul>
( )   ( )   ( )	18. Collect all unsatisfactory parent comments regarding an LEA Plan under Section 1112 and submit with LEA Plan when submit to the SEA.	<ul style="list-style-type: none"> <li>• Copies of Parent Comments</li> </ul>
( )   ( )   ( )	19. Provide such other reasonable support for parental involvement activities as parents may request.	<ul style="list-style-type: none"> <li>• Questionnaires or Surveys from Parents</li> <li>• Flyers and/or Announcements</li> </ul>

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( )   ( )   ( )	20. To the extent practicable, provide full opportunities for the participation of LEP parents, parents of migratory children, and parents with disabilities including providing school profiles and information related to school and parent programs, meetings, and other activities in a language and format such parents understand.	<ul style="list-style-type: none"> <li>• Home Visitation Forms with Dates, Purpose and Results</li> <li>• List of Translators, Contacts/Resources</li> <li>• Copies of Translated Parent Involvement Policy</li> <li>• Copies of Translated LEA School Compacts</li> <li>• Copies of Translated Correspondence to Parents</li> <li>• Copies of Translated Newsletters</li> <li>• Copies of Translated Handbooks</li> <li>• Copies of Translated Flyers</li> <li>• Other Parent Outreach Materials</li> </ul>

Comments: \_\_\_\_\_

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Signature of LEA Coordinator

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Date

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(Template)**

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Signature of LEA Coordinator

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Date