

Title I, Part A
Parental Involvement
District Checklist
2007-08

Date: _____ District: _____

District Contact(s): _____

Interviewer(s): _____

**Title I, Parental Involvement Section 1118 – District –Wide Policy
DISTRICT CHECKLIST**

Compliance Requirements	Documentation/ Evidence	Notations/Technical Assistance
Provide evidence that the district implements the activities described below:		
1. Parents participate in the development of the Parent Involvement Plans and/or Policy and the process of school review and improvement under section 1116.		
2. Parents are notified about the district and school parental involvement policies. (Distribute to Parents)		
3. The district provides coordination, technical assistance and other support necessary to assist schools in planning and implementing effective parental involvement activities to improve student achievement and school performance.		
4. The district assists schools and parents in building capacity for involvement described in subsection (e)(Building Capacity for Involvement).		
5. The district conducts an annual evaluation of the content and effectiveness of the parent involvement policy; evaluates and identifies barriers to greater participation by parents in activities (particularly parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background).		
6. The district uses the evaluation findings to design strategies for more effective parental involvement, and to revise strategies if necessary.		
7. The district involves parents in the activities of its schools.		

**Title I, Parental Involvement Section 1118 – Reservation
DISTRICT CHECKLIST**

Compliance Requirements	Documentation/ Evidence	Notations/Technical Assistance
Provide evidence that the district implements the following requirements:		
1. <u>Reservation</u> The district reserves a minimum of 1 percent of its allocation to carry out parental involvement activities (N/A if allocation is \$500,000 or less).		
2. <u>Parental Input</u> The district ensures the involvement of parents in decisions regarding the development and implementation of parent involvement activities with the reserved funds.		
3. <u>Distribution of Funds</u> The district distributes a minimum of 95% of the reserved funds to schools (with a comparable amount to private schools).		

Title I, Parental Involvement Section 1118 (e) – Building Capacity for Involvement (District and School)
DISTRICT CHECKLIST

Compliance Requirements	Documentation/ Evidence	Notations/Technical Assistance
Provide evidence to demonstrate that both the district and Title I schools conduct the following requirements:		
1. Provide assistance to parents in understanding topics such as the State’s academic content standards and State student academic achievement standards, State and local academic assessments, and Title I requirements.		
2. Provide assistance to parents on how to monitor their children’s progress.		
3. Provide assistance to parents in working with educators to improve the achievement of their children.		
4. Provide materials and training that assists parents in working with their children on improving educational outcomes.		
5. Provide training to district and school staff in how to reach out to, communicate with, and work with parents as equal partners.		
6. Provide training to district and school staff in the implementation and coordination of parent programs and how to build ties between parents and the school.		
7. Coordinate and integrate parent involvement programs and activities between the district PreK programs to encourage and support parents in more fully participating in the education of their children.		
8. Provide to parents information related to school and parent programs, meetings, and other activities.		
9. Provide information to parents in a format and, to the extent practicable, in a language the parents can understand.		

Title I, Parental Involvement Section 1118 (f) – Accessibility (District and School)
DISTRICT CHECKLIST

Compliance Requirements	Documentation/ Evidence	Notations/Technical Assistance
Provide evidence that the district and Title I schools provide full opportunities for participation to the following groups: parents who are limited English proficient, parents with disabilities, and parents of migratory children.		

Title I, Parental Involvement Section 1111 (h) – Parents Right to Know (District and School)
DISTRICT CHECKLIST

Compliance Requirements	Documentation/ Evidence	Notations/Technical Assistance
Provide evidence that the district implements the following:		
1. Notification to all parents that they have the right to request information regarding the professional qualifications of their children’s classroom teachers.		
2. Provides upon request teacher and paraprofessional qualifications that include: teacher certification, college degree(s) and major, and the qualifications of classroom paraprofessionals.		
3. Schools provide information to parents regarding the level of achievement of each child’s State academic assessments.		
4. Schools provide parents, in a timely manner, if their child is assigned for 4 or more weeks to a teacher who is not highly qualified.		
5. The notifications and information provided to parents required under section 1111 is in an understandable and uniform format and is provided in a language that parents can understand.		
6. An annual report to parents, schools and the public with aggregate information including student achievement (disaggregated by category), graduation rates, performance of LEAs, teacher qualifications and other required information.		
7. Annual progress review to parents, teachers, principals, schools, and the community; of the results of the district’s and the SEA’s annual yearly progress (including progress in carrying out parental involvement responsibilities).		

**Title I, Parental Involvement Section 1112 (g) (4) – Parental Notification and Parental Participation
DISTRICT CHECKLIST**

Compliance Requirements	Documentation/ Evidence	Notations/Technical Assistance
Provide evidence that the district implements the following requirements:		
1. A notification is provided to parents of LEP students that include the NCLB requirements regarding program placement, description of the language instruction program, exiting the program, expected rate of graduation, and parental rights.		
2. Information is sent to parents in language that the parents can understand.		
3. Parents of children who have not been identified as LEP prior to the beginning of the school year are notified of the above information within the first 2 weeks of the children being placed in a language instruction educational program.		
4. A district plan to provide outreach to parents of LEP students to involve them in the education of their children.		
5. Assist parents of LEP students in helping their children to attain English proficiency.		
6. Assist parents of LEP students in helping their children achieve at high levels in core academic subjects.		
7. Assist parents of LEP students in helping their children meet the State academic achievement standards and State academic content standard expected of all students.		
8. Provide notifications of regular meetings and information to the parents of LEP students.		

**Title I, Parental Involvement Section 1120 (a) (1) – Participation of Children Enrolled in Private Schools
DISTRICT CHECKLIST**

Compliance Requirements	Documentation/ Evidence	Notations/Technical Assistance
Provide evidence that the district implements the following requirements:		
1. Provides services and activities to participating private school teachers, families, and children developed pursuant to section 1118.		
2. Provides a copy of the district parental involvement policy to the Title I parents in the participating private school.		
3. The district implements, distributes, and signs school-parent compacts with the Title I parents in the participating private schools.		
4. The district disseminates to parents and students and appropriate private school officials adequate information about the SEA's written complaint procedures for resolving issues of violation(s) of a federal statute or regulation that applies to Title I, Part A.		

**Title I, Parental Involvement Section 1116 – Schools in Improvement
DISTRICT CHECKLIST**

Compliance Requirements	Documentation/ Evidence	Notations/Technical Assistance
Provide evidence that the district implements the following requirements:		
1. Provide to parents of each student an explanation of what the school improvement identification means, how the schools compare to others, reasons for the identification, the LEA's and school's responses, how parents can become involved, any corrective action taken, the parental choice and supplemental services options as applicable, restructuring, and other information.		
2. The availability of supplemental services notice to parents, identity of providers, and description of services.		
3. For schools that fail to make AYP(annual yearly progress) for 1 year, notice to parents and teachers to make comment and participate in writing the restructuring plan.		