

### **Parent and Family Engagement Record Keeping**

The district should maintain records of the following items and have the documentation available in the event of an audit or monitoring. This is not meant to be an all-inclusive list but rather provide guidance in documenting parent and family engagement in Title I schools.

<b>Parent and Family Engagement Record Keeping Checklist</b>
• District Parent and Family Engagement Policy.
• Notice of parent meetings, agendas, minutes, sign-in sheets, records of parent comments to support dissemination procedures.
• Title I budget reflecting required set-aside, distribution procedures of funds to participating schools, and samples of expenditures to date.
• Meeting agendas, minutes, and sign-in sheets for parent advisory council.
• Parent and Family Engagement Policy and School-Family Compact. Keep draft versions to indicate how parents influence school policy. Copies of compacts should be maintained at each school.
• Sample school/class newsletters.
• Copies of parent surveys and summary of results.
• Fliers, sign-in sheets, and summaries of Parent Nights.
• Annual evaluation of the parent and family engagement program.
• Parents' Right to Know
• Documentation of translation services.
• Log of phone calls, conferences, etc.
• A record of families' disagreements with a district's Title I targeted assistance or schoolwide plan.
• Parent notices such as details about assessments and parents' right to opt-out; details about innovative assessment systems if a local district is participating in one; or intention to use a locally selected assessment with high school students.