



Parent Engagement Requirements and Due Dates for 2021-2022

Federal/ State Programs will be providing Title I administrators and campus secretaries access to the Title I crate platform. Please be advised, all meetings held with parents will require the following documentation to be submitted in the Title I crate platform.

- **Agenda**
- **Minutes**
- **Sign-in sheets**
- **Copy of parent notification**
- **Copies of documentation reviewed with parents in English and Spanish or any other language requested by parents**

All Title I campuses must ensure regular two-way, meaningful communication between home and school. All information sent to parents must be in a format and to the extent practicable, in a language the parents can understand.

Parent Engagement due dates are subject to change throughout the year due to circumstances beyond our control. Our office will work diligently to keep all administrators updated on any changes. Please get in touch with the fed/state office if you have trouble meeting an upcoming deadline. If you have any questions on required documentation or are unsure how to access the Title I crate, please contact Crystal Hernandez at 456-0063 or email crystal.hernandez@ectorcountyisd.org.

Statutory Reference: Section 1116 (a-f) (1) IN GENERAL- A local educational agency may receive funds under this part only if such agency conducts outreach to all parents and family members and implements programs, activities, and procedures for the involvement of parents and family members in programs assisted under this part consistent with this section. Such programs, activities, and procedures shall be planned and implemented with meaningful consultation with parents of participating children.

[PFE Meetings One Pager.pdf](#)

[Parent Right to Know ESSA Section 1116.pdf](#)

July 26, 2021

School Parent & Family Engagement Policy

Every Title I campus must submit the 2021-2022 School Parent and Family Engagement Policy in English and Spanish. The following is due:

- 1. Attach a copy of your 2021-2022 School Parent and Family Engagement Policy in English and Spanish.**

As a friendly reminder, the written policy must describe how the campus will:

(1) convene an annual meeting, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school's participation under this part and to explain the requirements of this part, and the right of the parents to be involved. [Section 1116(c)(1)];

(2) offer a flexible number of meetings, such as meetings in the morning or evening. [Section 1116(c)(2)];

(3) address the importance of communication between teachers and parents on an ongoing basis through, at a minimum: Parent-teacher conferences in elementary schools, at least annually, during which the compact shall be discussed as the compact relates to the individual child's achievement. [Section 1116(d)(2)];

(4) provide materials and training to help parents work with their children, such as literacy training and using technology. [Section 1116(e)(2)]; and

(5) provide reasonable support for parental involvement activities under this section as parents may request. [Section 1116(e) (14)]

2021-2022 School-Parent Compact

Every Title I Campus must submit their 2021-2022 School-Parent Compact in English and Spanish. The following item is due:

1. Attach a copy of your 2021-2022 School-Parent Compact in English and Spanish

As a friendly reminder the compact must include the following:

(1) describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the children served under this part to meet the challenging State academic standards, and the ways in which each parent will be responsible for supporting their children's learning; volunteering in their child's classroom; and participating, as appropriate, in decisions relating to the education of their children and positive use of extracurricular time; and

(2) address the importance of communication between teachers and parents on an ongoing basis through, at a minimum—

(A) parent-teacher conferences in elementary schools, at least annually, during which the compact shall be discussed as the compact relates to the individual child's achievement;

(B) frequent reports to parents on their children's progress;

(C) reasonable access to staff, opportunities to volunteer and participate in their child's class, and observation of classroom activities; and

(D) ensuring regular two-way, meaningful communication between family members and school staff, and, to the extent practicable, in a language that family members can understand

Each school shall jointly develop with parents for all children served a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the State's high standards. [Section 1116(d)]

August 6, 2021

Parent Utility Training

Every Title I campus must hold a Parent Utility Training with all Title I staff on campus. The Fed/State Parent Utility PowerPoint training is attached below. The following is due on your campus letterhead:

1. **Parent Utility Agenda**
2. **Parent Utility Minutes**
3. **Parent Utility Sign in Sheet**

Administrator Parent Utility Attestation

Every Title I administrator will need to sign and submit a Parent Utility Attestation after the Parent Utility Training has been held with staff. A blank copy is attached below. The following item is due:

1. **Signed Parent Utility Attestation (CAMPUS ADMINISTRATOR ONLY)**

Principal Attestation

Every Title I administrator will need to sign and submit a Principal Attestation. A blank copy is attached below. The following item due:

1. **Signed Principal Attestation**

Parent Engagement Attestation

Every Title I administrator will need to sign and submit a Parent Engagement Attestation. A blank copy can be found below. The following is due:

1. **Signed Parent Engagement Attestation (CAMPUS ADMINISTRATOR ONLY)**

August 9, 2021- September 30, 2021

Parent-Teacher Conferences

Each Title I campus must hold parent-teacher conferences at which time the compact must be discussed as the compact relates to the individual child's achievement. An agenda, minutes, and sign-in sheets for every teacher should be kept on file at your campus in the event of an audit. The Fed/State office will require you to upload an example of supporting documentation for each grade level. The following items are due:

1. **Scan one agenda/signature page per grade level with parents' signature that they received and discussed the compact on the campus letterhead**

August 20, 2021

Per ESSA Section 1116 (c)(2), each Parent and Family Engagement (PFE) meeting must be provided on multiple dates and times for parents to receive the same information and to participate in planning, evaluation, and policy development.

1st Fall School Parent & Family Engagement Policy Meeting

Every Title I campus must consult with parents and families to jointly develop, revise, agree upon, and distribute the School Parent & Family Engagement Policy. Any meeting documentation submitted must be done on the campus letterhead. All information provided to parents during the meeting should be provided in a format and language they can understand. The following items are due:

1. **Parent Notification in English, Spanish, and any other language as requested by parents**
2. **Agenda of meeting**
3. **Minutes of meeting (should include how the information to parents was translated)**
4. **Sign-in sheets (should include the date, stakeholder roles, and signatures of the stakeholders involved)**
5. **Materials used in English, Spanish, and any other language as requested by parents.**

1st Fall School-Parent Compact Meeting

Every Title I campus must consult with parents and families to jointly develop, revise, agree upon, and distribute the School-Parent Compact. Any meeting documentation must be done the campus letterhead. All information provided to parents during the meeting should be provided in a format and language they can understand. The following items are due:

1. **Parent notification in English, Spanish, and any other language as requested by parents**
2. **Agenda of meeting**
3. **Minutes of meeting (should include how the information to parents was translated)**
4. **Sign-in sheets (should include the date, stakeholder roles, and signatures of the stakeholders involved)**
5. **Materials used in English, Spanish, and any other language as requested by parents**

August 30, 2021

Per ESSA Section 1116 (c)(2), each Parent and Family Engagement (PFE) meeting must be provided on multiple dates and times for parents to receive the same information and to participate in planning, evaluation, and policy development.

2nd Fall School Parent & Family Engagement Policy Meeting

Every Title I campus must consult with parents and families to jointly develop, revise, agree upon, and distribute the School Parent & Family Engagement Policy. Any meeting documentation submitted must be done on the campus letterhead. All information provided to parents during the meeting should be provided in a format and language they can understand. The following items are due:

1. **Parent Notification in English, Spanish, and any other language as requested by parents**
2. **Agenda of meeting**
3. **Minutes of meeting (should include how the information to parents was translated)**
4. **Sign-in sheets (should include the date, stakeholder roles, and signatures of the stakeholders involved)**
5. **Materials used in English, Spanish, and any other language as requested by parents.**

2nd Fall School-Parent Compact Meeting

Every Title I campus must consult with parents and families to jointly develop, revise, agree upon, and distribute the School-Parent Compact. Any meeting documentation must be done the campus letterhead. All information provided to parents during the meeting should be provided in a format and language they can understand. The following items are due:

1. **Parent notification in English, Spanish, and any other language as requested by parents**
2. **Agenda of meeting**
3. **Minutes of meeting (should include how the information to parents was translated)**
4. **Sign-in sheets (should include the date, stakeholder roles, and signatures of the stakeholders involved)**
5. **Materials used in English, Spanish, and any other language as requested by parents**

September 10, 2021

Per ESSA Section 1116 (c)(1), the Annual Title I, Part A Meeting is a required meeting, and it must be offered on more than one day and at more than one time.

1st Fall Title I, Part A Annual Parent Meeting

Every Title I campus must hold a Title I meeting with parents to provide timely information on explaining Title I program requirements, inform parents of their right to be involved, and explain the reservation of funds for parent engagement and their role in deciding the use of the funds. All four items must be stated on the agenda. All information provided to parents during the meeting should be provided in a format and language they can understand. The following items are due:

1. **Parent notifications in English, Spanish, and other languages as requested by parents.**
2. **Agenda**
3. **Minutes/Notes (should include how the information to parents was translated)**
4. **Sign-in sheets (should include the date, stakeholder roles, and signatures of the stakeholders involved)**
5. **Handout/PowerPoint**
6. **Other materials provided to parents in English, Spanish, and any other language as requested by parents.**

September 17, 2021

Fall School Parent & Family Engagement Policy Parent and Local Community Posting

Each Title I campus must distribute a copy of the 2021-2022 School-Parent & Family Engagement Policy to all parents. A copy of the policy should be sent home with students or posted to a parent platform such as ClassDojo, Remind, ETC. Next, each Title I campus must document how the Parent and Family Engagement Policy was made available to the local community. Each Title I campus must also provide how and when their policy was made available to the community.

There is a variety of ways that a campus can make their PFE policy available to the local community. Campuses can post direct links to the PFE policy on its web site, make hard copies available to individuals in the local community upon request, publish it in the local newspaper, present it at a public-school board meeting, make hard copies available for viewing in public locations and/or have the policy available at the front office of the campus. The following is due:

- 1. Submit a copy or screenshot of the policy posting for parents utilizing a parent platform. It must include how and when the policy was posted. A copy of the languages provided to parents must be included.**
- 2. Submit a document stating how and when the policy was made available to the local community on your campus letterhead and include a copy of the languages provided to parents.**

Fall School-Parent Compact Posting

Each Title I campus must distribute a copy of the 2021-2022 School-Parent Compact to all parents.

There are a variety of ways that a campus can distribute the compact to all parents and family members of participating students. It can be included in the Student Handbook that is distributed to parents, included on the campus/LEA website, direct mail, e-mail, placed in the local newspaper, provided at student registration, provided and explained at beginning of school year event, and/or discussed at parent-teacher conference. The following item is due:

- 1. Submit a copy or screenshot of the compact posting for parents. It must include how and when the compact was posted. A copy of the languages provided to parents must be included.**

September 24, 2021

2nd Fall Title I, Part A Annual Parent Meeting

Every Title I campus must hold a Title I meeting with parents to provide timely information on explaining Title I program requirements, inform parents of their right to be involved, and explain the reservation of funds for parent engagement and their role in deciding the use of the funds. All four items must be stated on the agenda. All information provided to parents during the meeting should be provided in a format and language they can understand. The following items are due:

1. **Parent notifications in English, Spanish, and other languages as requested by parents.**
2. **Agenda**
3. **Minutes/Notes (should include how the information to parents was translated)**
4. **Sign-in sheets (should include the date, stakeholder roles, and signatures of the stakeholders involved)**
5. **Handout/PowerPoint**
6. **Other materials provided to parents in English, Spanish, and any other language as requested by parents.**

Building Capacity for Involvement #1 State Standards and Assessments (NEW)

Each Title I campus will need to provide artifacts that support parent were given help to understand the state standards and assessments. Examples of artifacts would include the following items:

1. **Parent notifications in English, Spanish and any other language as requested by parents**
2. **Plan of Action**
3. **Agenda**
4. **Minutes/Notes**
5. **Sign-in sheet with attendance of all grade levels**
6. **Handout, if applicable**
7. **Surveys, if applicable**

September 30, 2021

Parent-Teacher Conferences *LAST DAY TO SUBMIT*****

Each Title I campus must hold parent-teacher conferences at which time the compact must be discussed as the compact

relates to the individual child's achievement. An agenda, minutes, and sign-in sheets for every teacher should be kept on file at your campus in the event of an audit. The Fed/State office will require you to upload an example of supporting documentation for each grade level. The following items are due:

- 1. Scan one agenda/signature page per grade level with parents' signature that they received and discussed the compact on the campus letterhead**

October 1, 2021

Board Approved Campus Plan Posting

Each Title I campus will need to post their board-approved 2021-2022 campus plan on their campus webpage. Parents will need to be notified that the campus plan is posted on the campus webpage, and copies of the plan may be requested for those who do not have internet access. The following items must be submitted on the campus letterhead:

- 1. Screenshot or snip of the posting on the campus webpage including the date it was posted**
- 2. Parent notification in both English and Spanish or any other language as requested by parents**

October 15, 2021

Campus Plan Survey & Results

Each Title I campus must distribute a campus survey to parents, which will allow parents to provide feedback, suggest revisions and evaluate the campus plan. The administrator may create their survey or request a template from the Fed/State office. The survey must be translated into English and Spanish or any other language as requested by parents. The following items must be submitted on the campus letterhead:

- 1. Campus survey in both English and Spanish or any other language as requested by parents**
- 2. Parent notification in English and Spanish or any other language as requested by parents**
- 3. Parent feedback in English and Spanish or any other language as requested by parents**

November 5, 2021

Fall Progress Report Notification

Each Title I campus will need to submit information on what types of reports were given to parents, how they were distributed, and frequency to inform parents on their child's progress. The following item is due:

1. **Submit a document stating what types of reports were given to parents in the Fall, how they were distributed, and how often were they distributed to parents on your campus letterhead.**

Title I campuses must provide frequent reports on Student Progress. ESSA Section 1116 (d)(2)(B)

Building Capacity for Involvement #2 Parent Materials or Trainings (NEW)

Each Title I campus will need to provide artifacts that support parents were given materials and training to help improve their children's achievement. Examples of artifacts would include the following items:

1. **Parent notifications in English, Spanish and any other language as requested by parents**
2. **Plan of Action**
3. **Agenda**
4. **Minutes/Notes**
5. **Sign-in sheet with attendance of all grade levels**
6. **Handout, if applicable**
7. **7.Surveys, if applicable**

December 3, 2020

Spend Down of Parent Engagement Funds

Each Title I campuses us required to spend Title I parent engagement funds. The funds are provided to help promote parent engagement on the campus, build capacity, or provide training and materials to parents to promote partnering with the campus in their child's education. All funds for parent engagement supplies should be spent down by the due date above. Any requisitions should include two quotes, a lesson plan, or a breakdown of training held with parents.

January 20, 2022

Two-Way Meaningful Communication Artifacts

Each Title I campus must ensure regular two-way, meaningful communication between family members and school staff, and, to the extent practicable, in a language that family members can understand. ESSA 1116 (d)(2)(D) The following items are due:

1. List all communication methods and provide examples your campus letterhead

February 18, 2022

Building Capacity #3 Schoolwide/Grade Level Core Area Academic Activities/Events (Reading, Writing, Science and/or Math)

Required documentation:

1. Parent notifications in English, Spanish and any other language as requested by parents
2. Plan of Action
3. Agenda
4. Minutes/Notes
5. Sign-in sheet with attendance of all grade levels
6. Handout, if applicable
7. Surveys, if applicable

March 3, 2022

Spring School Parent & Family Engagement Policy Posting

Each Title I campus must distribute a copy of the 2021-2022 School-Parent & Family Engagement Policy to all parents. A copy of the policy should be sent home with students or posted to a parent platform such as ClassDojo, Remind, ETC. Next, each Title I campus must document how the Parent and Family Engagement Policy was made available to the local community. Each Title I campus must also provide how and when their policy was made available to the community.

There is a variety of ways that a campus can make their PFE policy available to the local community. Campuses can post direct links to the PFE policy on its web site, make hard copies available to individuals in the local community upon request, publish it in the local newspaper, present it at a public-school board meeting, make hard copies available for viewing in public locations and/or have the policy available at the front office of the campus. The following is due:

- 1. Submit a copy or screenshot of the policy posting for parents utilizing a parent platform. It must include how and when the policy was posted. A copy of the languages provided to parents must be included.**
- 2. Submit a document stating how and when the policy was made available to the local community on your campus letterhead and include a copy of the languages provided to parents.**

Spring School-Parent Compact Posting

Each Title I campus must distribute a copy of the 2021-2022 School-Parent Compact to all parents.

There are a variety of ways that a campus can distribute the compact to all parents and family members of participating students. It can be included in the Student Handbook that is distributed to parents, included on the campus/LEA website, direct mail, e-mail, placed in the local newspaper, provided at student registration, provided and explained at beginning of school year event, and/or discussed at parent-teacher conference. The following item is due:

- 1. Submit a copy or screenshot of the compact posting for parents. It must include how and when the compact was posted. A copy of the languages provided to parents must be included.**

April 8, 2022

Spring Progress Report Notification

Each Title I campus will need to submit information on what types of reports were given to parents, how they were distributed, and frequency to inform parents on their child's progress. The following item is due:

- 1. Submit a document stating what types of reports were given to parents in the Fall, how they were distributed, and how often were they distributed to parents on your campus letterhead.**

Title I campuses must provide frequent reports on Student Progress. ESSA Section 1116 (d)(2)(B)

April 29, 2022

Annual Evaluation/Revision of Policy, Compact, and Effectiveness of the Parent and Family Engagement Program

Each Title I campus must meet with parents and distribute an evaluation which will allow parents to provide feedback on the content and effectiveness of the parent and family engagement policy, school-parent compact, and the campus parent engagement program toward improving the academic quality of their campus. The administrator may create their own survey or request a template from the Fed/State office. The survey must be translated into English and Spanish or any other language as requested by parents. You must also consult with parents over the compact and policy to review or revise and agree upon for the 2022-2023 school year. ESSA Section 1116 (a)(2)(D). The following items are due:

- 1. Parent Notification in English, Spanish, and any other language as requested by parents**
- 2. Agenda of meeting**
- 3. Minutes of meeting (should include how the information to parents was translated)**
- 4. Sign-in sheets (should include the date, stakeholder roles, and signatures of the stakeholders involved)**
- 5. Materials used in English, Spanish, and any other language as requested by parents**
- 6. Evaluation documentation (Surveys and their results)**
- 7. Copy of 2022-2023 Compact and Policy in English, Spanish, and any other language as requested by parents**

May 5, 2022

Annual Evaluation/Revision of Policy, Compact, and Effectiveness of the Parent and Family Engagement Program

Each Title I campus must meet with parents and distribute an evaluation which will allow parents to provide feedback on the content and effectiveness of the parent and family engagement policy, school-parent compact, and the campus parent engagement program toward improving the academic quality of their campus. The administrator may create their own survey or request a template from the Fed/State office. The survey must be translated into English and Spanish or any other language as requested by parents. You must also consult with parents over the compact and policy to review or revise and agree upon for the 2022-2023 school year. ESSA Section 1116 (a)(2)(D). The following items are due:

- 1. Parent Notification in English, Spanish, and any other language as requested by parents**
- 2. Agenda of meeting**
- 3. Minutes of meeting (should include how the information to parents was translated)**
- 4. Sign-in sheets (should include the date, stakeholder roles, and signatures of the stakeholders involved)**
- 5. Materials used in English, Spanish, and any other language as requested by parents**
- 6. Evaluation documentation (Surveys and their results)**
- 7. Copy of 2022-2023 Compact and Policy in English, Spanish, and any other language as requested by parents**