

Addendum for Title IA Combined LEA | School Level Parent and Family Engagement Policy

A district and Local Educational Agency (LEA) with one Title IA school can use the addendum to complete and attach to WSSDA's Policy 4130. This addendum combines the requirements for both the district- and school-level parent and family engagement policy. Please describes how the LEA and school will implement the requirements of the Title I, Part A, Section 1116 of the Every Student Succeeds Act (ESSA).

Things to consider:

1. LEA does not need to complete the addendum if it has a local policy that incorporates the **components and descriptions** stated in Section 1116 of the Every Student Succeeds Act (ESSA).
2. LEAs, in meaningful consultation with parents, are encouraged to include other relevant and agreed-upon activities and actions, that will support effective parent and family engagement and strengthen student academic achievement.
3. Typically, the process to gather input from parents is done annually during the spring. At the end of this document you will find links to resources. Also, some LEAs delegate the implementation of components directly to the participating schools, if your LEA does that process make sure to describe it in the applicable box.
4. Select the date when the Addendum is completed: **Click or tap to enter a date.**

Element	Does the LEA Parent and Family Engagement Policy:	Section of Title IA Law	Describe how the LEA will implement the requirement below:
Jointly Developed & Parent Input	Describe the purpose of the LEA and school parent and family engagement policy along with information about the Title I, Part A program.	1116(a)(2) 1116(b)(1)	
	Describe how parents and family members will be involved in the development of the LEA and school parent and family engagement policy. This may include establishing a parent advisory board. Describe how the school will provide parents with the opportunity for regular meetings to formulate suggestions and participate in decision-making regarding their child's education.	1116(a)(2)(F) 1116(c)(4)(C)	
	Describe how parents and family members will be involved in the development of the Title I, Part A	1116(a)(2)(A)	

Element	Does the LEA Parent and Family Engagement Policy:	Section of Title IA Law	Describe how the LEA will implement the requirement below:
	section in the Consolidated Grant Application (CGA).		
	Describe how parents and family members will be involved in developing school improvement plans (SIP), SWP Plan or Targeted Assistance Protocols.	1116(a)(2)(A) 1116(c)(3)	
Communications	Describe how the school will notify parents and family of the parent and family engagement policy in an understandable format, language the parents can understand and parent friendly. Describe how the school will provide parents with timely information about Title I programs Describe how the school will offer parents a flexible number of meetings and transportation, childcare, or home visits.	1116(f) 1116(c)(4)(A) 1116(c)(2) 1116(e)(5)	
Technical Assistance	Describe how the LEA will provide the coordination, technical assistance, and other support to assist schools in planning and implementing effective parent and family engagement activities, which may include meaningful consultation with employers, business leaders, philanthropic organizations, or individuals.	1116(a)(2)(B)	
Integration	Describe ways the LEA will coordinate and integrate parent and family engagement strategies with other relevant federal, state, and local laws and programs.	1116(a)(2)(C)	
	Describe how the LEA will conduct, with meaningful engagement of parents and family	1116(a)(2)(D) 1116(a)(2)(E)	

Element	Does the LEA Parent and Family Engagement Policy:	Section of Title IA Law	Describe how the LEA will implement the requirement below:
Annual Evaluation	members, an annual evaluation of the content and effectiveness of the parent and family engagement policy in improving the academic quality of all schools served under Title I, Part A and use the findings to design evidence-based strategies.		
Annual Title IA Meeting	Describe how the school will convene an annual meeting to inform parents of the requirements of Title I and the school's participation as well as the parents' right to be involved.	1116(c)(1)	
School-Parent Compact	Describe the process the schools will follow to jointly develop with parents a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved academic achievement.	1116(d)	
Building Capacity	Describe how the school will build parent capacity for strong parent engagement.	1116(e)	
	Describe how the school will help parents in understanding the achievement levels of the challenging State academic standards, state and local academic assessments and alternate assessments, Title I requirements, and how to monitor their child's progress and work with educators.	1116(e)(1) 1116(c)(4)(B)	
	Describe how the district will provide materials and training to help parents to work with their	1116(e)(2)	

Element	Does the LEA Parent and Family Engagement Policy:	Section of Title IA Law	Describe how the LEA will implement the requirement below:
	children to improve their children's achievement, such as literacy training and using technology.		
	Describe how the school will educate teachers, specialized instructional support personnel, principals, and other school leaders 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 parents and the school.	1116(e)(3)	
	Describe how the school will coordinate and integrate parent involvement programs with other Federal, State, and local programs, including public preschool programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children.	1116(e)(4)	

Resources:

- Website: [Title I, Part A Parent and Family Engagement | OSPI \(www.k12.wa.us\)](http://www.k12.wa.us)
 - [Parent and Family Engagement Best Practices | OSPI](#)
- [Parent and Family Engagement Notification Newsletter Template](#)
- Sample surveys to solicit input about program services, family engagement activities and funding.
 - Title I, Part A survey templates: [Parent and Family Engagement Annual Evaluation | OSPI \(www.k12.wa.us\)](http://www.k12.wa.us)
 - Multilingual Program surveys at Family Feedback Surveys: [Multilingual Family Communication Templates |](#)

[OSPI \(www.k12.wa.us\)](http://www.k12.wa.us).

- The [PFE Budget Survey sample](#), may be used to solicit parent feedback about Parent and Family Engagement funding.