

Addendum for Title I, Part A LEA Level Parent and Family Engagement (PFE) Policy

The LEA must describe how will implement the requirements of the Title I, Part A, Section 1116 of the Every Student Succeeds Act (ESSA). School districts and Local Educational Agencies (LEAs) can use the addendum to provide Parent and Family Engagement LEA Policy descriptions.

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(a)(2) 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 parent and family engagement policy along with information about the Title I, Part A program.	1116(a)(2)	
	Describe how parents and family members will be involved in the development of the LEA parent and family engagement policy. This may include establishing a parent advisory board.	1116(a)(2)(F)	
	Describe how parents and family members will be involved in the development of the Title I, Part A section in the Consolidated Grant Application (CGA).	1116(a)(2)(A)	
	Describe how parents and family members will be involved in developing school improvement plans (SIP).	1116(a)(2)(A)	
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)	

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	Describe how the LEA will conduct, with meaningful involvement of parents and family 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.	1116(a)(2)(D) 1116(a)(2)(E)	

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 PFE funding.