

LEA Parent and Family Engagement Policy Checklist

All Local Education Agencies (LEAs) receiving Title I funds are required under Section 1116(a)(2) of the Every Student Succeeds Act (ESSA) to develop a written Parent and Family Engagement Policy. This policy, developed jointly with parents, describes how the LEA will carry out meaningful parent and family engagement.

Checklist of Required Components	Yes	No
1. The Policy describes how parents and family members will be involved in the joint development of the plan.		
2. The Policy states how the LEA involves parents and family members in the process of school review and improvement.		
3. The Policy states how the LEA provides the support necessary to assist Title I schools in planning and implementing effective parent and family engagement activities that improve student academic achievement and school performance.		
4. The Policy states how the LEA will coordinate and integrate parent and family engagement strategies with other Federal, State, and local laws and programs.		
5. The Policy states how the LEA includes parents and family members in conducting an annual evaluation of the content and effectiveness of the parent and family engagement policy and identifies: <ul style="list-style-type: none"> • barriers to engagement of parents, especially parents who are economically disadvantaged, disabled, of limited English or literacy proficiency, or of any racial or ethnic minority; • the needs that parents and families have that may prevent them from helping with their children’s learning and from engaging with school staff; and • strategies to support successful family-school interactions. 		
6. The Policy states how the LEA uses the findings of the annual evaluation to design strategies for more effective family engagement and to revise family engagement policies.		
7. The Policy states how the LEA will engage parents in the activities of Title I schools. This may include establishing a LEA parent advisory board to develop, revise, and review the LEA Parent and Family Engagement Policy. Advisory board membership must adequately represent, in numbers and groups, the population of students served by the LEA.		

Note:

LEAs are required to upload a copy of their Parent & Family Engagement Policy to the Desktop Monitoring Instrument (DMI). District LEAs will also upload a Parent & Family Engagement Policy from at least one school as well as a School-Parent/Family Compact from at least one school.