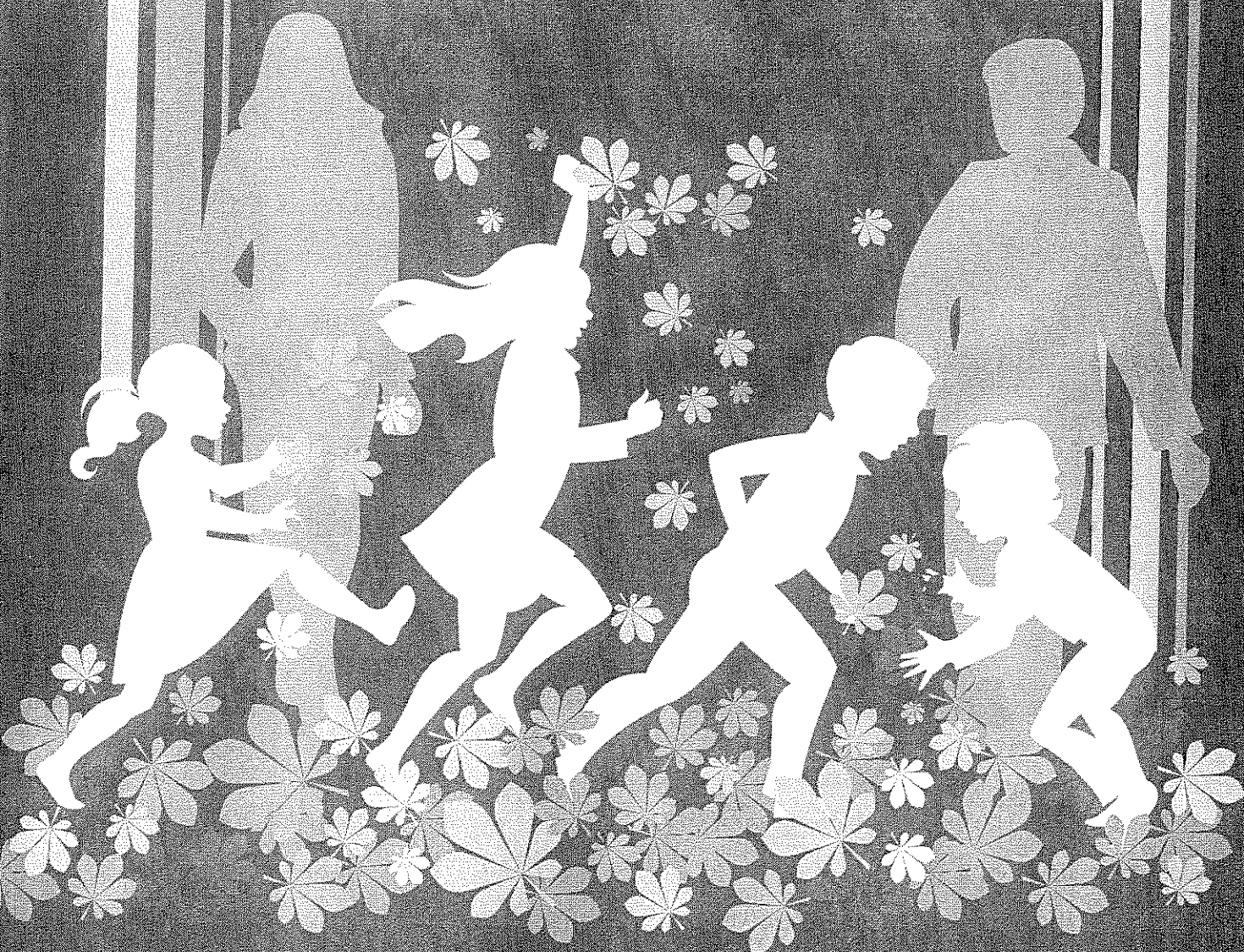


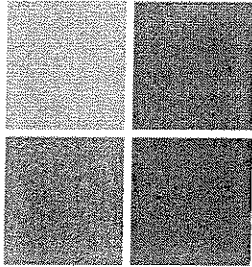
A Toolkit for Title I Parental Involvement



**NATIONAL CENTER FOR FAMILY AND
COMMUNITY CONNECTIONS WITH SCHOOLS**

Advancing Research, Improving Education



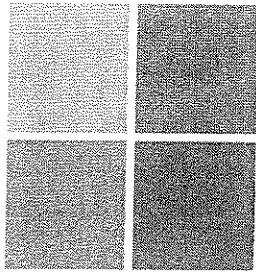


A Toolkit for Title I Parental Involvement

2009

**SEDL | National Center for Family and Community Connections with Schools
Austin, TX**

Prepared by Chris Ferguson, SEDL, Austin, Texas
under contract with Windwalker Corporation, Washington, D.C. for the U.S. Department of
Education, Office of Elementary and Secondary Education, Office of Student Achievement and
School Accountability Programs



Contents

Section 1:		
Overview of the Toolkit	1
Section 2:		
Overview of Applicable Requirements—Legislation, Title I, Part A Regulations, Non-Regulatory Policy Guidance	7
Tool 2.1: A Comparison of No Child Left Behind (NCLB) and Public Law 0101 (P.L.0101) Parental Involvement Requirements	13
Tool 2.2: A Parental Involvement Checklist for District and School Administrators	16
Tool 2.3: Timeline for Title I, Part A Programs	20
Section 3:		
States Responsibilities	27
Tool 3.1: State Parental Involvement Plan	33
Tool 3.2: SEA Action Plan	36
Tool 3.3: SEA Action Plan Implementation Checklist	38
Tool 3.4: SEA Compliance Monitoring Checklist for LEAs	40
Tool 3.5: SEA Compliance Monitoring Checklist for LEAs	45
Tool 3.6: Template for LEA School Improvement	53
Section 4:		
LEA Responsibilities	59
Tool 4.1: Template for LEA Parental Involvement Policy	73
Tool 4.2: Parental Involvement Policy Sample	78
Tool 4.3: Policy Development Checklist	81
Tool 4.4: Action Planning—Building Systemic Support for Parental Involvement	83
Tool 4.5: Evaluating Effectiveness—Building Systemic Support for Parental Involvement	89
Tool 4.6: Letter—Parents’ Right to Know: Qualified Teacher/Paraprofessional	94

Tool 4.7: Letter—Parents' Right to Know: Unqualified Teacher/Paraprofessional	96
Tool 4.8: LEA Procedures—AYP Parental Notification Letter	98
Tool 4.9: Disseminating Annual Local Education Agency Report Card	102
Tool 4.10: ELL Parent Notification Letter	104
Tool 4.11: AYP Parent Notification Letter	106
Tool 4.12: Supplemental Educational Services Parent Notification Letter	110
Tool 4.13: Parent Complaint Documentation	115
Section 5:	
School Responsibilities	119
Tool 5.1: Policy and Plan Activity Checklist	127
Tool 5.2: Elementary School Policy, Descriptive Style	131
Tool 5.3: Elementary School Plan, Bulleted Style	133
Tool 5.4: Secondary School–Student–Family Compact	137
Tool 5.5: Data Collection Tool Regarding Parental Involvement	140
Tool 5.6: Evaluating the Effectiveness of Parental Involvement Survey	143
Section 6:	
LEA and School Responsibilities to Build Capacity	153
Tool 6.1: Parent–Friendly Information on Content Standards	159
Tool 6.2: Explanation for School Report Cards	161
Tool 6.3: Explanation of State Accountability System	165
Tool 6.4: Parent Action Resource	172
Tool 6.5: Building Collaborative Partnerships Resource	173
References	179
Appendix A:	
Sources for Tools	183
Appendix B:	
Other Resources	195