**School-Parent Compact Checklist**

Each Title I school must jointly develop, with the parents of children served under Title I, Part A, a school-parent compact as a component of its written parental involvement policy. A school-parent compact is a written agreement between the school and the parents of children participating in Title I, Part A programs that identifies the activities that the parents, the entire school staff, and the students will undertake to share the responsibility for improving student academic achievement. In addition, the school-parent compact outlines the activities that the parents, school staff, and students will undertake to build and develop a partnership to help the children achieve to the state’s rigorous academic standards.

Please use the checklist below as a support tool in helping you create and assess your school-parent compact:

| Yes | No |  |
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|  |  | Does the school have a current year school-parent compact? PL 114-95 section 1116 (d) |
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|  |  | Is the compact presented in a format and written in a language that parents/families can understand? (Is it user friendly?) PL 114-95 Section 1116 (b)(1) |
|  |  | Are translated compacts available to all non-English speaking parents/families? PL 114-95 Section 1116 (b)(1) |
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|  |  | Was the school-parent compact jointly developed with parents/families? PL114-95 Section 1116 (d)  |
|  |  | Necessary Documentation:* Invitation to parents/families to attend meeting
* Agenda for meeting
* Sign-in sheet for meeting including name and title/position
* Minutes of meeting
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|  |  | Was the school-parent compact distributed to parents/families? (Not all listed below are required, but may identify and document how the compact was distributed.) PL 114-95 Section 1116 (b)(1) |
|   |  | Possible methods of distribution:* Student Handbook
* School or district website
* Direct mail
* Email
* Posted in newspaper
* Provided at student registration
* Provided and explained at a “back to school” event
* Discussed at parent-teacher conference (required of elementary schools)
* Other:
* Other:
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|  |  | Does the school-parent compact outline how parents/families, school staff, and students share responsibility for improved student academic achievement? PL 114-95 Section 1116 (d) |
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|  |  | Does the school-parent compact outline how the school and parents/families will build and develop a partnership to help children achieve the state's rigorous academic standards? PL 114-95 Section 1116 (d)  |
|  |  | Does the compact describe the school's responsibility to provide high-quality curriculum and instruction that enables children to meet the state's academic achievement standards? PL 114-95 Section 1116 (d)(1) |
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|  |  | Does the compact describe the school's responsibility to provide a supportive and effective learning environment that enables children to meet the state's academic achievement standards? PL 114-95 Section 1116 (d)(1) |
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|  |  | Does the compact describe the ways in which parents/families will be responsible for supporting their child's learning; such as: volunteering in the classroom, participating in decision-making, and use of extracurricular time? PL 114-95 Section 1116 (d)(1) |
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|  |  | Does the compact address the importance of communication between teachers and parents/families on an ongoing basis, ensuring regular two-way, meaningful communication between home and school, and in a language the family members can understand? PL 114-95 Section 1116 (d)(2)(D) |
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|  |  | Does the school conduct annual parent-teacher conferences in elementary schools during which the compact is discussed as it relates to a child's achievement? PL 114-95 Section 1116 (d)(2)(A) |
|  |  | Necessary Documentation:* Sign-in sheets for parent-teacher conference, with confirmation the compact was discussed
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|  |  | Does the compact address the frequency to which the school reports students’ progress to parents/families? PL 114-95 Section 1116 (d)(2)(B) |
|  |  | Necessary Documentation:* What types of reports?
* How frequently?
* Telephone logs
* Email history
* Home visits
* Other:
* Other:
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|  |  | Does the school provide reasonable access to staff including opportunities to volunteer and participate in the child's class and observation of classroom activities? PL 114-95 Section 1116 (d)(2)(C) |
|  |  | Necessary Documentation:* Sign-in sheet, including name of parent, date and time, and type of activity
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|  |  | Does the school involve parents in an organized, ongoing, and timely way in the planning, review, and improvement of the school-parent compact (at least annually)? PL 114-95 Section 1116 (c)(3)  |
|  |  | Necessary Documentation:* What tools were used to receive parent input? (surveys, interviews, etc.)
* Invitation to parents to review the findings
* Agenda of meetings
* Sign-in sheet for meeting, including name and title/position
* Minutes of meeting
* Final product, a school-parent compact
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