

Texas Education Agency
Title I, Part A Parent and Family Engagement Written Policy Guidance and Submission Document
2018–2019

Submit this form completed with the PFE Written Policy page numbers where requirements are highlighted, along with supporting documentation.

Every Student Succeeds Act (ESSA), Section 1116(b)(1), requires that each Title I, Part A school shall jointly develop with, and distribute to, parents and family members of participating children a written parent and family engagement policy, agreed on by such parents, that shall describe the means for carrying out the requirements of subsections (c) through (f). Parents shall be notified of the policy in an understandable and uniform format and, to the extent practicable, provided in a language the parents can understand. Such policy shall be made available to the local community and updated periodically to meet the changing needs of parents and the school.

Instructions:

Use this guidance document to review the campus’s 2018-2019 parent and family engagement policy. In the left column write the page number where the listed requirement is addressed in the written policy. If there are two or more requirements in the same policy page, ensure that you indicate what requirement is being addressed. Submit relevant pages of the written Parent and Family Engagement Policy..

All information requested must be included in the PFE Written Policy. Do not submit other documentation from the School-Parent Compact or other documents.

Note: Not all parent and family engagement policy requirements have been selected for validation; nevertheless, they must be addressed and described in the parent and family engagement policy.

Page Number(s) Where Requirement Is Highlighted	Requirement Number	Parent and Family Engagement Written Policy Requirements
	1.0	Selected requirements from Section 1116 (c) through (f):
	1.1	The written policy describes how the campus will convene an annual meeting, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school’s participation under this part and to explain the requirements of this part, and the right of the parents to be involved. [Section 1116(c)(1)]
	1.2	The written policy describes how the campus will offer a flexible number of meetings, such as meetings in the morning or evening. [Section 1116(c)(2)]
	1.3	The written policy describes how the campus will address the importance of communication between teachers and parents on an ongoing basis through, at a minimum: Parent-teacher conferences in elementary schools, at least annually, during which the compact shall be discussed as the compact relates to the individual child’s achievement. [Section 1116(d)(2)]
	1.4	The written policy describes how the campus will provide materials and training to help parents work with their children, such as literacy training and using technology. [Section 1116(e)(2)]

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Page Number(s) Where Requirement Is Highlighted	Requirement Number	Parent and Family Engagement Written Policy Requirements
	1.5	The written policy describes how the campus will provide reasonable support for parental involvement activities under this section as parents may request. [Section 1116(e)(14)]

Notes:

1. Parent and Family Engagement (PFE) Written Policy requirements described above must be addressed in the validations.
2. Validation requirements will receive a designation of "Met Requirement" or "Improvement Needed" during the validation review.
3. Campus must be prepared to submit additional documentation such as dates, meeting agendas, attendance records, policies, procedures or any other documentation that supports the information provided by the campus, as requested by TEA.