



Parental Involvement Documentation List

Schools

Displaying the following information on the outside of your Parental Involvement documentation container would be helpful:

School's Name

District's Name

Current School Year

Principal

Building's Parent Facilitator

Title I Funding Level (Schoolwide, Targeted Assisted, or Non-Title I school)

Parental Involvement Documentation Files Should Include the Following

Folders: ** = Required for all schools in Arkansas

- List of Committee Members – Identify Parents **
- Proof of Parental Involvement Plan Dissemination to parents of Title I students
- Community notification of PI Plan **
- Sign-in Sheet for Parental Involvement Committee Meetings ** (identify parents)
- Proof that PI Plan is posted on Website **
- Annual Evaluation Form**

- Sign-in Sheets, Agendas, and Minutes for:
 - Parent Meetings **
 - Annual Title I Meeting
 - Seminar (High Schools Only) **
 - PTA/PTO (Parent Engagement) Meetings **
 - State mandated volunteer training **
 - In-service for parents on developmentally appropriate activities **



- Sign-in Sheets for:
 - ACSIP Committee Meetings – Identify Parents **

- Proof that Informational Packets were disseminated for current school year **
- Volunteer Resource Book has been updated for current school year **
- Handbook showing parent conflict resolution procedures **
- Proof of parent input on expenditure of Parental Involvement funds (If district receives \$500,000 or more).

- Documentation of:
 - Parent/Teacher Conferences **
 - School/Parent Compacts

- Proof of Parent Notification (That parents were told):
 - Parents Right to Request a Meeting
 - Parents Right to Know
 - Parents with Disabilities (Auxiliary Aids)

- Provide the following information:
 - List of current school year's volunteer opportunities **
 - Current school year's volunteer interest surveys **
 - Current school year's parent interest surveys
 - List of activities integrating and coordinating parental involvement activities with other programs **

- Parent Center:
 - Parent Center Hours **
 - Invoices and/or purchase orders for parenting materials **

Parental Involvement Documentation List

District

Parental Involvement Documentation Files Should Include the Following Folders:

- List of Committee Members – Identify Parents
- Proof of PI Plan Dissemination
- Community notification of PI Plan
- Sign-in Sheet for PI Committee Meetings
- Copy of PI Plan and the Annual Review from ADE
- Proof that PI Plan is posted on Website
- Annual Parental Involvement Evaluation Form
- Private Schools Consultation Form (Original submitted to ADE)

Sign-in Sheets, Agendas, and Minutes for:

- Annual Title I Meeting
- ACSIP Committee Meetings – Identify Parents
- Proof of Parent Notification (That parents were told):
 - Parents Right to Know
 - Parents with Disabilities (Auxiliary Aids)
 - Communication with parents of LEP students about their progress