

On-Line Parental Involvement
Policy/Plan
School-Level Navigation Instructions



Bureau of Federal Educational Programs
2011-2012

Navigation Instructions

School-Level Parental Involvement Online Template

Introduction

Section 1118 of the Elementary and Secondary Education Act (ESEA) requires each Local Education Agency (LEA) and school that receives funds under Title I, Part A to develop jointly with and distribute to parents of participating children, a written parent involvement policy (PIP). In order to assist LEAs in the development of high quality parental involvement policies, the Florida Department of Education (FDOE) has developed an online system for LEA- and school-level policies located at: <https://app1.fldoe.org/bsa/ParentInvolvementPlan>.

ESEA also requires LEAs to conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of the parental involvement policy in improving the quality of its Title I, Part A schools. The evaluation of the 2010-2011 policy/plan has been incorporated into the online system.

This document provides instructions to LEAs and schools for navigating and using the online system. The LEA Parental Involvement Policy/Plans and evaluations are due on or before July 30, 2011. The LEA will establish deadlines for the school-level PIPs as part of the school improvement planning process.

Our staff is available to provide assistance and guidance to LEAs in the development or revision of the LEA PIP. If you have questions or need additional information, please contact Ms. Jan Anderson via e-mail at Jan.Anderson@fldoe.org or by phone at 850-245-0889.

Navigation Instructions

School-Level Parental Involvement Online Template

Updating the 2010-2011 Parent Involvement Plan

The FDOE has imported the information from the 2010-2011 PIP template into the 2011-2012 plan. The LEA should review the information, make any necessary updates, and click “Save” to enter the data into the 2011-2012 plan. The online system has a note to indicate that the data is from the previous year’s report. The LEA must click on the “Save” button to actually include the information in the 2011-2012 plan.

NOTE: This data is from last year's report. Review and edit the data. Then click the save button to save this data for the current year.

Technical Assistance

Describe the actions the LEA will take to provide coordination, technical assistance, and other support necessary to assist Title I, Part A schools in planning and implementing effective parental involvement activities which build the capacity of parents to improve the academic achievement of their child and overall school performance [Section 11 (B and C) and 1118(e)(1-14)]. Include a description of the process the LEA will use to review the school-level PIP to ensure compliance with all requirements of Section 11 CFR 200.30(e)]. Include information on how the LEA will provide other reasonable support for parental involvement activities under Section 1118 as parents may request [1118(e)(14)].

In the fall, the LEA will provide technical support and assistance to Title I, Part A schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance.

Save

If you have questions contact Jan Anderson at jan.anderson@fldoe.org.

The activities and correlation to student achievement sections of the evaluation questions related to building capacity and staff development have also been pre-populated with the activities planned in the 2010-2011 school year. If the LEA implemented all of the activities planned then, you will only need to enter the number of session and number of participates. If the LEA was unable to implement all of the planned activities, then the LEA should click on the delete box to remove the activity from the evaluation section.

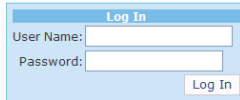
Navigation Instructions

School-Level Parental Involvement Online Template

Step 1: Access the online parental involvement plan system at:
<https://app1.fldoe.org/bsa/ParentInvolvementPlan>.

Step 2: Login

Parent Involvement Plan Online Submission



If you have questions contact Jan Anderson at jan.anderson@fldoe.org or 850-245-0889.

The login is the district number followed by the school number. For example:

Login: 020081

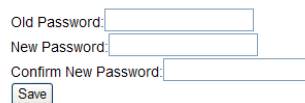
Password: 020081

If you forget your password, you may select the “Retrieve Password” link. You will be asked to enter your user name. An email will be sent to the initial contact with the password.

Step 3: Change Password

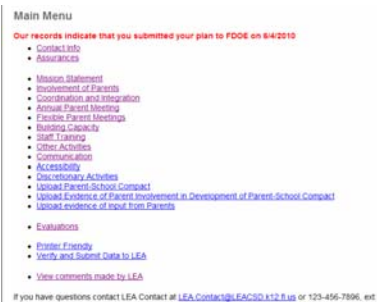
Parent Involvement Plan Online Submission

Change Password



If you have questions contact Jan Anderson at jan.anderson@fldoe.org or 850-245-0889.

The initial password must be entered and then a new password should be entered twice. **Click “Save”**. This will lead to the main menu:



Main Menu

Our records indicate that you submitted your plan to FDOE on 6/4/2010

- [Connectivity](#)
- [Assurances](#)
- [Mission Statement](#)
- [Involvement of Parents](#)
- [Coordination and Integration](#)
- [Actual Parent Meetings](#)
- [Flexible Parent Meetings](#)
- [Building Capacity](#)
- [Start Training](#)
- [Other Activities](#)
- [Compliance](#)
- [Accessibility](#)
- [Discretionary Activities](#)
- [Upload Parent-School Compact](#)
- [Upload Evidence of Parent Involvement in Development of Parent-School Compact](#)
- [Upload Evidence of Input from Parents](#)
- [Evaluations](#)
- [Printer Friendly](#)
- [Verify and Submit Data to LEA](#)
- [View comments made by LEA](#)

If you have questions contact LEA Contact at LEA.Contact@LEACSD.k12.fl.us or 123-456-7896, ext.

Navigation Instructions

School-Level Parental Involvement Online Template

Step 4: Contact Information: Enter contact information. The information entered in this section will populate all emails and certification forms.

Contact Information

First Name: *

Last Name: *

Title: *

Telephone: *

Extension:

Fax: *

Email: *

Superintendent: *

Click **“Submit”**. The LEA should receive a “Data Saved Successfully” notice. If not the system will indicate areas which need additional information or corrections.

Common errors may include:

- Incorrect format for telephone or fax numbers. Make sure the numbers include a dash “-“ between the area code, prefix, and last four numbers.
- Incorrect format for an email address. The system is unable to ensure that the email address you entered is correct only that the format is correct.
- Failure to include information in all required fields marked with a red asterisk [*]

Click **“Main Menu”** to move on to the next step.

Parent Involvement Plan Online Submission

Welcome [Main Menu](#) [Log Out](#)

Contact Information
Data Saved Successfully.

First Name: *

Last Name: *

Title: *

Telephone: *

Extension:

Fax: *

Email: *

Superintendent: *

If you have questions contact Jan Anderson at jan.anderson@fldoe.org or 850-245-0889.

Navigation Instructions

School-Level Parental Involvement Online Template

Step 5: Click on “Assurances”

Assurances

- The school will be governed by the statutory definition of parental involvement, and will carry out programs, activities, and procedures in accordance with the definition outlined in Section 9101(32), ESEA;
- Involve the parents of children served in Title I, Part A in decisions about how Title I, Part A funds reserved for parental involvement are spent [Section 1118(b)(1) and (c)(3)];
- Jointly develop/revise with parents the school parental involvement policy and distribute it to parents of participating children and make available the parental involvement plan to the local community [Section 1118 (b)(1)and (c)(3)];
- Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under this part, including the planning, review, and improvement of the school parental involvement policy and the joint development of the schoolwide program plan under section 1114(b)(2) [Section 1118(c)(3)];
- Use the findings of the parental involvement policy review to design strategies for more effective parental involvement, and to revise, if necessary, the school's parental involvement policy [Section 1118(a)(E)];
- Inform parents and parental organizations of the purpose and existence of the Parental Information and Resource Centers (PIRC) in Florida, i.e., PIRC of Family Network on Disabilities in Florida (FND) and PIRC at University of South Florida (USF) [Section 1118(g)];
- If the plan for Title I, Part A, developed under Section 1112, is not satisfactory to the parents of participating children, the school will submit parent comments with the plan when the school submits the plan to the local educational agency [Section 1118(b)(4)];
- Provide to each parent an individual student report about the performance of their child on the state assessment in at least mathematics, language arts, and reading [Section 1111(h)(6)(B)(i)];
- Provide each parent timely notice when their child has been assigned or has been taught for four (4) or more consecutive weeks by a teacher who is not highly qualified within the meaning of the term in section 200.56 of the Title I Final Regulations (67 Fed. Reg. 71710, December 2, 2002) [Section 1111(h)(6)(B)(ii)]; and
- Provide each parent timely notice information regarding their right to request information on the professional qualifications of the student's classroom teachers and paraprofessionals, as described in Section 1111(h)(6)(A) [Section (h)(2)(6)(A)].

If you have questions contact LEA Contact at LEA.Contact@LEACSD.k12.fl.us or 123-456-7896, ext. .

Read and click on each of the assurances. The school must agree to all of the assurances for the responses to save. Click **“Save.”** You should receive a “Data Saved Successfully” notice. If not, the system will indicate the errors:

The school should receive the “Data Saved Successfully” notice. If not return and correct any errors indicated at the top of the page and identified by a red asterisk [*].

Common errors:

- Failure to select all of the assurances

Once all errors are corrected and saved successfully click on **“Main Menu.”**

Navigation Instructions

School-Level Parental Involvement Online Template

Main Menu

Our records indicate that you submitted your plan to FDOE on 6/4/2010

- [Contact Info](#)
- [Assurances](#)

- [Mission Statement](#)
- [Involvement of Parents](#)
- [Coordination and Integration](#)
- [Annual Parent Meeting](#)
- [Flexible Parent Meetings](#)
- [Building Capacity](#)
- [Staff Training](#)
- [Other Activities](#)
- [Communication](#)
- [Accessibility](#)
- [Discretionary Activities](#)
- [Upload Parent-School Compact](#)
- [Upload Evidence of Parent Involvement in Development of Parent-School Compact](#)
- [Upload evidence of Input from Parents](#)

- [Evaluations](#)

- [Printer Friendly](#)
- [Verify and Submit Data to LEA](#)

- [View comments made by LEA](#)

If you have questions contact LEA Contact at LEA.Contact@LEACSD.k12.fl.us or 123-456-7896, ext. .

Step 6: The next step involves responding to the specific questions in the School-Level Parental Involvement Templates. The school is encouraged to refer to the PIP guidance and the review rubrics developed by the Bureau of Federal Educational Programs and located on the navigation menu.

The FDOE has imported the information from the 2010-2011 PIP template into the 2011-2012 plan. The school should review the information, make any necessary updates, and click “Save” to enter the data into the 2011-2012 plan. The online system has a note to indicate that the data is from the previous year’s report. The LEA must click on the “Save” button to actually include the information in the 2011-2012 plan.

NOTE: This data is from last year's report. Review and edit the data. Then click the save button to save this data for the current year.

Technical Assistance

Describe the actions the LEA will take to provide coordination, technical assistance, and other support necessary to assist Title I, Part A schools in planning and implement effective parental involvement activities which build the capacity of parents to improve the academic achievement of their child and overall school performance [Section 11 (B and C) and 1118(e)(1-14)]. Include a description of the process the LEA will use to review the school-level PIP to ensure compliance with all requirements of Section 11 CFR 200.30(e)]. Include information on how the LEA will provide other reasonable support for parental involvement activities under Section 1118 as parents may request [1118(e)(14)].

In the fall, the LEA will provide technical support and assistance to Title I, Part A schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance.

Save

If you have questions contact Jan Anderson at jan.anderson@fldoe.org.

If the school is a new Title I school or a school that did not use the online template last year then there will not be any information included in the system. When the content has been entered for each section click on “**Save**” and then select the “**Main Menu**” to move to the next question.

Navigation Instructions

School-Level Parental Involvement Online Template

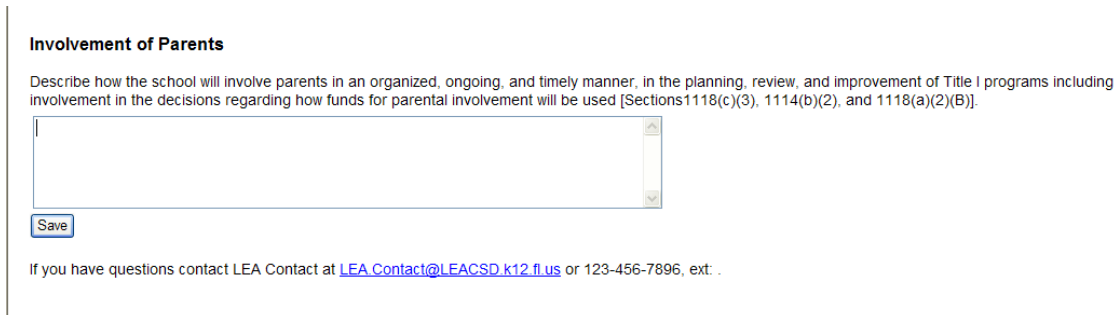
Mission Statement: This section is optional. The content is limited to 2500 characters. See pages 11-12 of the School PIP Guidance for more information on creating a mission statement. Click **“Save”** and then **“Main Menu”** to move to the next question.



The screenshot shows a web form titled "Mission Statement". Below the title is the label "Parental Involvement Mission Statement (Optional)". There is a large, empty text input area with a vertical scrollbar on the right side. Below the input area is a small "Save" button. At the bottom of the form, there is a line of text: "If you have questions contact Jan Anderson at jan.anderson@fdoe.org or 850-245-0889."

If the LEA chooses not to enter a Mission Statement, but clicks on the **“Save”** option, the system will indicate **“No records saved.”**

Question 1: Click **“Involvement of Parents”** to enter the content for the next question. The content is limited to 2500 characters. See pages 12 – 19 of the PIP Guidance for more information on the meaningful involvement of parents in the development, implementation and review of required plans. Click **“Save”** and then **“Main Menu”** to move to the next question.



The screenshot shows a web form titled "Involvement of Parents". Below the title is a descriptive text: "Describe how the school will involve parents in an organized, ongoing, and timely manner, in the planning, review, and improvement of Title I programs including involvement in the decisions regarding how funds for parental involvement will be used [Sections 1118(c)(3), 1114(b)(2), and 1118(a)(2)(B)].". There is a large, empty text input area with a vertical scrollbar on the right side. Below the input area is a small "Save" button. At the bottom of the form, there is a line of text: "If you have questions contact LEA Contact at LEA.Contact@LEACSD.k12.fl.us or 123-456-7896, ext. ."

Question 2: Click **“Coordination and Integration”** to enter the content for the next question. The content is entered into a table with a 100 character limited in the column for the **“Program”** and 1000 characters for the **“Coordination”** column. See pages 19 – 22 of the PIP Guidance for more information on the requirements for coordinating and integrating federal, state, and local parental involvement programs. Click **“Save”** and then **“Main Menu”** to move to the next question.

If the school enters information that is later not needed, click on the **“Delete”** box. When the information is saved, the row will be deleted. Once the LEA enters information in 10 rows, an additional 10 will be available as needed.

Navigation Instructions

School-Level Parental Involvement Online Template

Coordination and Integration

Describe how the school will coordinate and integrate parental involvement programs and activities that teach parents how to help their children at home, to the extent feasible and appropriate, including but not limited to, other federal programs such as: Head Start, Early Reading First, Even Start, Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, public preschool, Title I, Part C, Title II, Title III, Title IV, and Title VI [Section 1118(e)(4)].

count	Program	Coordination	delete
1	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
2	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
3	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
4	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
5	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
6	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
7	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
8	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
9	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
10	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
11	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

If you have questions contact LEA Contact at LEA_Contact@LEACSD.k12.fl.us or 123-456-7896, ext. .

Question 3: Click “**Annual Meeting**” to enter the content for the next question. The content is entered into a table with the following character limits:

Activity/Tasks	Person Responsible	Timeline	Evidence of Effectiveness
100 characters	100 characters	100 characters	500 characters

See pages 22 – 26 of the PIP Guidance for more information on the requirements for annual Title I parent meeting. Click “**Save**” and then “**Main Menu**” to move to the next question.

Annual Parent Meeting

Describe the specific steps the school will take to conduct an annual meeting designed to inform parents of participating children about the school's Title I program, the nature of the Title I program (schoolwide or targeted assistance), Adequately Yearly Progress, school choice, supplemental education services, and the rights of parents. Include timeline, persons responsible, and evidence the school will use to demonstrate the effectiveness of the activity [Section 1118(c)(1)].

count	Activity/Tasks	Person Responsible	Timeline	Evidence of Effectiveness	delete
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
4	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
5	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
6	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
7	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
8	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
9	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
10	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
11	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

If you have questions contact LEA Contact at LEA_Contact@LEACSD.k12.fl.us or 123-456-7896, ext. .

Navigation Instructions

School-Level Parental Involvement Online Template

Question 4: Click **“Flexible Parent Meetings”** to enter the content for the next question. The content is entered into a text box with 2500 character limit. See pages 26 – 28 of the PIP Guidance for more information on the requirements to provide meetings at flexible times. Click **“Save”** and then **“Main Menu”** to move to the next question.

Flexible Parent Meetings

Describe how the school will offer a flexible number of meetings, such as meetings in the morning or evening, and may provide with Title I funds, transportation, child care, or home visits, as such services related to parental involvement [Section 1118(c)(2)].

If you have questions contact LEA Contact at LEA.Contact@LEACSD.k12.fl.us or 123-456-7896, ext. .

Question 5: Click **“Building Capacity”** to enter the content for the next question. The content is entered into a table with the following character limits:

Content and Type of Activity	Person Responsible	Correlation to Student Achievement	Timeline	Evidence of Effectiveness
300 characters	100 characters	500 characters	100 characters	500 characters

See pages 28 – 34 of the PIP Guidance for more information on the building capacity activities. Click **“Save”** and then **“Main Menu”** to move to the next question.

Building Capacity

Describe how the school will implement activities that will build the capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement [Section 1118(e)]. Describe the actions the school will take to provide materials and training to help parents work with their child to improve their child’s academic achievement [Section 1118(e)(2)].

count	Content and Type of Activity	Person Responsible	Correlation to Student Achievement	Timeline	Evidence of Effectiveness	delete
1	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input type="checkbox"/>
2	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input type="checkbox"/>
3	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input type="checkbox"/>
4	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input type="checkbox"/>
5	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input type="checkbox"/>
6	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input type="checkbox"/>
7	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input type="checkbox"/>
8	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input type="checkbox"/>
9	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input type="checkbox"/>
10	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input type="checkbox"/>
11	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input type="checkbox"/>

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Navigation Instructions School-Level Parental Involvement Online Template

If the school enters information that is later not needed, click on the **“Delete”** box. When the information is saved, the row will be deleted. Once the school enters information in 10 rows, an additional 10 will be available as needed.

Question 6: Click **“Staff Training”** to enter the content for the next question. The content is entered into a table with the following character limits:

Content and Type of Activity	Person Responsible	Correlation to Student Achievement	Timeline	Evidence of Effectiveness
300 characters	100 characters	500 characters	100 characters	500 characters

See pages See pages 34 – 39 of the PIP Guidance for more information on the building capacity activities. Click **“Save”** and then **“Main Menu”** to move to the next question.

Staff Training

Describe the training the school will provide to educate its teachers, pupil services personnel, principals, and other staff in how to reach out to, communicate with, and work with parents as equal partners, in the value and utility of contributions of parents, and in how to implement and coordinate parent programs, and build ties between parents and schools [Section 1118(e)(3)].

count	Content and Type of Activity	Person Responsible	Correlation to Student Achievement	Timeline	Evidence of Effectiveness	delete
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
4	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
5	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
6	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
7	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
8	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
9	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
10	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
11	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

If you have questions contact LEA Contact at LEA.Contact@LEACSD.k12.fl.us or 123-456-7896, ext. .

If the school enters information that is later not needed, click on the **“Delete”** box. When the information is saved, the row will be deleted. Once the school enters information in 10 rows, an additional 10 will be available as needed.

Question 7: Click **“Other Activities”** to enter the content for the next question. The content is limited to 2500 characters. See pages See pages 39 – 41 of the PIP Guidance for more information on the communication and accessibility requirements. Click **“Save”** and then **“Main Menu”** to move to the next question.

Navigation Instructions

School-Level Parental Involvement Online Template

Other Activities

Describe the other activities, such as parent resource centers, the school will conduct to encourage and support parents in more fully participating in the education of their children [Section 1118 (e)(4)].

Save

If you have questions contact LEA Contact at LEA.Contact@LEACSD.k12.fl.us or 123-456-7896, ext. .

Question 7: Click “**Communication**” to enter the content for the next question. The content is limited to 2500 characters. See pages See pages 41 – 44 of the PIP Guidance for more information on the communication and accessibility requirements. Click “**Save**” and then “**Main Menu**” to move to the next question.

Communication

Describe how the school will provide parents of participating children the following [Section 1118(c)(4)]: 1118(c)(4)(A);

- Timely information about the Title I programs [Section 1118(c)(4)(A)];
- Description and explanation of the curriculum at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet [Section 1118(c)(4)(B)];
- If requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children[Section 1118(c)(4)(C)]; and
- If the schoolwide program plan under Section 1114 (b)(2) is not satisfactory to the parents of participating children, the school will also submit the parents' comments on the plan that will be available to the local education agency [Section 1118(c)(5)].

Save

If you have questions contact LEA Contact at LEA.Contact@LEACSD.k12.fl.us or 123-456-7896, ext. .

Question 7: Click “**Accessibility**” to enter the content for the next question. The content is limited to 2500 characters. See pages See pages 44 – 49 of the PIP Guidance for more information on the communication and accessibility requirements. Click “**Save**” and then “**Main Menu**” to move to the next question.

Accessibility

Describe how the school will provide full opportunities for participation in parental involvement activities for all parents (including parents with limited English proficiency, disabilities, and migratory children). Include how the school plans to share information related to school and parent programs, meetings, school reports, and other activities in an understandable and uniform format and to the extent practical, in a language parents can understand [Section 1118(e)(5) and 1118(f)].

Save

If you have questions contact LEA Contact at LEA.Contact@LEACSD.k12.fl.us or 123-456-7896, ext. .

Navigation Instructions School-Level Parental Involvement Online Template

Question 8: The school-level parental involvement policy may include additional activities that the school chooses to undertake to build parents’ capacity for involvement in the school and school system to support their children’s academic achievement [Section 1118(e)]. If the school does not plan to implement any discretionary activities, check the “**Not Applicable**” box. If the school plans to implement discretionary activities, click the box at the beginning of the line and then click “**Continue to Descriptions.**” The content is entered into a table with the following character limits:

Activity	Description of Implementation Strategy	Person Responsible	Correlation to Student Achievement	Timeline
Imported from boxes checked above	300 characters	100 characters	500 characters	100 characters

See pages 49 – 53 of the PIP Guidance for more information on the discretionary activities. Click “**Save**” and then “**Main Menu**” to move to the next question.

Discretionary Activities

Discretionary School Level Parental Involvement Policy Components o Check if the school does not plan to implement discretionary parental involvement activities. Check all activities the school plans to implement.

Not Applicable

Involving parents in the development of training for teachers, principals, and other educators to improve the effectiveness of that training [Section 1118(e)(6)];

Providing necessary literacy training for parents from Title I, Part A funds, if the LEA has exhausted all other reasonably available sources of funding for that training [Section 1118(e)(7)];

Paying reasonable and necessary expenses associated with parental involvement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions [Section 1118(e)(8)];

Training parents to enhance the involvement of other parents [Section 1118(e)(9)];

Maximizing parental involvement and participation in their children’s education by arranging school meetings at a variety of times, or conducting in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend those conferences at school [Section 1118(e)(10)];

Adopting and implementing model approaches to improving parental involvement [Section 1118(e)(11)];

Developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities [Section 1118(e)(13)]; and

Providing other reasonable support for parental involvement activities under Section 1118 as parents may request [Section 1118(e)(14)].

If you have questions contact LEA Contact at LEA.Contact@LEACSD.k12.fl.us or 123-456-7896, ext. .

Navigation Instructions

School-Level Parental Involvement Online Template

count	Activity	Description of Implementation Strategy	Person Responsible	Correlation to Student Achievement	Timeline	delete
1	Involving parents in the development of training for teachers, principals, and other educators to improve the effectiveness of that training [Section 1118(e)(6)];	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
2	Adopting and implementing model approaches to improving parental involvement [Section 1118(e)(11)];	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
3	Providing other reasonable support for parental involvement activities under Section 1118 as parents may request [Section 1118(e)(14)].	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

If you have questions contact LEA Contact at LEA.Contact@LEACSD.k12.fl.us or 123-456-7896, ext. .

If the school enters information that is later not needed, click on the **“Delete”** box. When the information is saved, the row will be deleted.

Step 7: Click “Upload Parent-School Compact” The school must upload one .doc or .pdf file of the Parent-School Compact for the 2011-2012 school year. See pages 54 – 56 of the PIP Guidance for more information on the meaningful involvement of parents. Click **“Browse”** and then navigate to the file location on your computer. Double-click the file name and then click **“Save File.”**

Upload Parent-School Compact

Note: As a component of the school-level parental involvement policy/plan, each school shall jointly develop, with parents for all children served under this part, a parent-school compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement Section 1118(d)].

Upload an electronic version of the Parent-School Compact.

Click the "Browse" button to select a file to upload. Each time you upload a file it will overwrite the previously uploaded file.

[Uploaded Document](#)

If you have questions contact LEA Contact at LEA.Contact@LEACSD.k12.fl.us or 123-456-7896, ext. .

Step 8: Upload Evidence of Input of Parents in Development of Parent-School Compact. The school must upload a .doc or .pdf file demonstrating that parents have been involved in the development of the 2011-2012 compact. Click **“Browse”** and then navigate to the file location on your computer. Double-click the file name and then click **“Save File.”**

Navigation Instructions

School-Level Parental Involvement Online Template

Upload Evidence of Parent Involvement in Development of Parent-School Compact

Note: As a component of the school-level parental involvement policy/plan, each school shall jointly develop, with parents for all children served under this part, a parent-school compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement Section 1118(d)].

Upload evidence of parent input in the development of the compact.

Click the "Browse" button to select a file to upload. Each time you upload a file it will overwrite the previously uploaded file.

[Uploaded Document](#)

If you have questions contact LEA Contact at LEA.Contact@LEACSD.k12.fl.us or 123-456-7896, ext. .

Step 9: Upload evidence of Input of Parents. The school must upload a .doc or .pdf file demonstrating that parents have been involved in the development of this plan as well as the review of the school-level PIP for 2010-2011. Click "**Browse**" and then navigate to the file location on your computer. Double-click the file name and then click "**Save File.**"

Upload evidence of Input from Parents

Upload evidence of parent input in the development of the plan.

Click the "Browse" button to select a file to upload. Each time you upload a file it will overwrite the previously uploaded file.

[Uploaded Document](#)

If you have questions contact LEA Contact at LEA.Contact@LEACSD.k12.fl.us or 123-456-7896, ext. .

Step 10: Click "Evaluation" to enter evaluation results of the 2010-2011 PIP. This section contains an "Evaluation Menu" with three required sections and one optional section. See pages 59 - 71 of the PIP Guidance for more information on the evaluation of the school-level PIP.

The activities and correlation to student achievement sections of the evaluation questions related to building capacity and staff development have also been pre-populated with the activities planned in the 2010-2011 school year. If the LEA implemented all of the activities planned then, you will only need to enter the number of session and number of participates. If the LEA was unable to implement all of the planned activities, then the LEA should click on the delete box to remove the activity from the evaluation section.

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Evaluation Main Menu

- [Building Capacity Summary](#)
- [Staff Training Summary](#)
- [Barriers](#)
- [Best Practices \(Optional\)](#)
- [Verify Evaluations](#)

If you have questions contact LEA Contact at LEA.Contact@LEACSD.k12.fl.us or 123-456-7896, ext. .

Navigation Instructions School-Level Parental Involvement Online Template

Evaluation Question 1: Click “**Building Capacity Summary**” to enter the content for the first question of the evaluation. The summary information should include activities conducted by the school during the 2010-2011 school year. The content is entered into a table with the following character limits:

Content and Type of Activity	Number of Activities	Number of Participants	Correlation to Student Achievement
100 characters	Numeric (no decimals)	Numeric (no decimals)	500 characters

[Evaluations Main Menu](#)

Building Capacity Summary

Provide a summary of activities provided which were designed to build the capacity of parents to help their children [Section 1118 (e)(1-2)]. Include participation data on the Title I annual meeting.

count	Content and Type of Activity	Number of Activities	Number of Participants	Correlation to Student Achievement	delete
1	fgf	1	1	dfa	<input type="checkbox"/>
2					<input type="checkbox"/>
3					<input type="checkbox"/>
4					<input type="checkbox"/>
5					<input type="checkbox"/>
6					<input type="checkbox"/>
7					<input type="checkbox"/>
8					<input type="checkbox"/>
9					<input type="checkbox"/>
10					<input type="checkbox"/>
11					<input type="checkbox"/>

If you have questions contact LEA Contact at LEA.Contact@LEACSD.k12.fl.us or 123-456-7896, ext. .

If the school enters information that is later not needed, click on the “**Delete**” box. When the information is saved, the row will be deleted. Once the school enters information in 10 rows, an additional 10 will be available as needed. Click “**Save**” and then “**Evaluations Main Menu**” to move to the next question of the evaluation section.

Navigation Instructions

School-Level Parental Involvement Online Template

Evaluations Main Menu

Building Capacity Summary

Provide a summary of the activities designed to build the capacity of parents to help their children [Section 1118(e)(1-2)]. Include information on the Title I annual meeting conducted at the school-level.

count	Content and Type of Activit	Number of Activities	Number of Participants	Correlation to Student Achievement	delete
1					<input type="checkbox"/>
2					<input type="checkbox"/>
3					<input type="checkbox"/>
4					<input type="checkbox"/>
5					<input type="checkbox"/>
6					<input type="checkbox"/>
7					<input type="checkbox"/>
8					<input type="checkbox"/>
9					<input type="checkbox"/>
10					<input type="checkbox"/>

Save

Evaluation Question 2: Click “**Staff Training Summary**” to enter the content for the next question of the evaluation. The summary information should include activities conducted by the LEA and the schools. The content is entered into a table with the following character limits:

Content and Type of Activity	Number of Activities	Number of Participants	Correlation to Student Achievement
100 characters	Numeric (no decimals)	Numeric (no decimals)	500 characters

Staff Training Summary

Provide a summary of the professional development activities provided by the school to educate staff on the value and utility of contributions of parents; how to reach out to, communicate with, and work with parents as equal partners; the implementation and coordination of parent programs; and how to build ties between parents and the school [Section 1118 (e)(3)].

count	Content and Type of Activit	Number of Activities	Number of Participants	Correlation to Student Achievement	delete
1	sdfsd	12	1	dfsd	<input type="checkbox"/>
2					<input type="checkbox"/>
3					<input type="checkbox"/>
4					<input type="checkbox"/>
5					<input type="checkbox"/>
6					<input type="checkbox"/>
7					<input type="checkbox"/>
8					<input type="checkbox"/>
9					<input type="checkbox"/>
10					<input type="checkbox"/>
11					<input type="checkbox"/>

Save

If you have questions contact LEA Contact at LEA.Contact@LEACSD.k12.il.us or 123-456-7896, ext. .

If the LEA enters information that is later not needed, click on the “**Delete**” box. When the information is saved, the row will be deleted. Once the LEA enters information in 10 rows, an additional 10 will be available as needed. Click “**Save**” and then “**Evaluations Main Menu**” to move to the next question of the evaluation section.

Navigation Instructions School-Level Parental Involvement Online Template

Evaluation Question 3: Click “**Barriers**” to enter the content for the next question of the evaluation. The summary information should include the barriers the LEA identified to parent participation, the specific subgroup affected by the barrier, and the plans the LEA has to eliminate this barrier. The content is entered into a table with the following character limits:

Barrier (Including the Specific Subgroup)	Steps the School will Take to Overcome
300 characters	1000 characters

Barriers

Describe the identified barriers which hindered participation by parents in parental involvement activities and the steps the school will take to overcome the identified barriers (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background) [Section 1118(a)(E)].

count	Barrier (Including the Specific Subgroup)	Steps the School will Take to Overcome	delete
1	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
2	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
3	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
4	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
5	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
6	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
7	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
8	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
9	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
10	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
11	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

If you have questions contact LEA Contact at LEA.Contact@LEACSD.k12.fl.us or 123-456-7896, ext. .

Click “**Save**” and then “**Evaluations Main Menu**” to move to the next question of the evaluation section.

Evaluation Question 4: Click “**Best Practices**” to enter the content for the last question of the evaluation. The summary information should include the activities the LEA considers to be the most effective in implementing parental involvement activities. This question is optional and responses may be shared with other LEAs and schools. The LEA must select from a drop down menu the content/purpose and then enter a description of the activity. If the LEA selects “Other” then a brief heading must also be entered. These heading will be used to sort activities into common elements.

Content/Purpose	Description of the Activity
Select from a pull down option: <ul style="list-style-type: none"> • Effective Communication; • Building Capacity of the Schools; • Building Capacity of the Parents; • Increasing Parent Participation; • Professional Development; • Evaluation/Review; or • Other 	1000 characters

Navigation Instructions

School-Level Parental Involvement Online Template

Best Practices (Optional)

Describe the parental involvement activity/strategy the school considers the most effective. This information may be shared with other LEAs and schools as a best practice.

count	Content/Purpose	Description of the Activity	delete
1	<input type="text" value="-select-"/> Other: <input type="text"/>	<input type="text"/>	<input type="checkbox"/>
2	<input type="text" value="-select-"/> Other: <input type="text"/>	<input type="text"/>	<input type="checkbox"/>
3	<input type="text" value="-select-"/> Other: <input type="text"/>	<input type="text"/>	<input type="checkbox"/>
4	<input type="text" value="-select-"/> Other: <input type="text"/>	<input type="text"/>	<input type="checkbox"/>
5	<input type="text" value="-select-"/> Other: <input type="text"/>	<input type="text"/>	<input type="checkbox"/>
6	<input type="text" value="-select-"/> Other: <input type="text"/>	<input type="text"/>	<input type="checkbox"/>
7	<input type="text" value="-select-"/> Other: <input type="text"/>	<input type="text"/>	<input type="checkbox"/>

Click **“Save”** and then **“Verify Evaluations”** to ensure that all information was entered and saved.

Evaluation Main Menu

- [Building Capacity Summary](#)
- [Staff Training Summary](#)
- [Private School Summary](#)
- [Barriers](#)
- [Best Practices \(Optional\)](#)
- [Verify Evaluations](#)

If all required sections, are complete a message will indicate **“All items complete”**.

Click **“Main Menu”** to move to the next step.

Step 11: Click **“Printer Friendly”** to create a print version of the PIP. Select the sections the LEA would like to print from the list provided by clicking in the box. The **“Select All”** link will automatically check all sections. Then click **“View”** or **“Export to MS Word”**.

Navigation Instructions

School-Level Parental Involvement Online Template

Parent Involvement Plan Online Submission

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J. J. FINLEY ELEMENTARY SCHOOL Title I, Part A Parental Involvement Plan

Include Review and Comments

Select the items you would like to print then click the "Go" button. This will display your data in a printer friendly format. To print go to File->Print in

[Select All](#)

- Assurances/Certification
- Plan: Mission Statement
- Plan: Involvement of Parents
- Plan: Coordination and Integration
- Plan: Annual Parent Meeting
- Plan: Flexible Parent Meetings
- Plan: Building Capacity
- Plan: Staff Training
- Plan: Other Activities
- Plan: Communication
- Plan: Accessibility
- Plan: Discretionary Activities
- Plan: Upload Evidence of Input from Parents
- Plan: Upload Parent-School Compact
- Plan: Upload Evidence of Parent Involvement in Development of Parent-School Compact
- Evaluation: Building Capacity Summary
- Evaluation: Staff Training Summary
- Evaluation: Barriers
- Evaluation: Best Practices (Optional)

The screen will change and the school must scroll down to view the printer friendly version of the PIP. If the school selects to export the information to Microsoft Word a file will be downloaded into MS Word. This will allow the PIP to be formatted for printing.

Step 12: Click **“Submit”** to notify the LEA the school’s PIP is ready for review. The LEA is responsible for reviewing the content of the school’s PIP to ensure compliance with Section 1118 of ESEA. Once the “Submit” button has been clicked, the system will be locked for changes until reviewed by the LEA for compliance. It is recommended that the review of the school-level PIPs becomes a part of the peer-review process for school improvement.

Final Submit

Clicking the button will record the date and send notice to the LEA that your Plan is complete.

If you have questions contact LEA Contact at LEA.Contact@LEACSD.k12.fl.us or 123-456-7896, ext. .

Navigation Instructions

School-Level Parental Involvement Online Template

Step 13: Once reviewed, the school will receive an email (at the contact address identified in step 2). To review the comments and open the completed review rubric click on “**View Comments Made by the LEA**”.

Parent Involvement Plan Online Submission

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J. J. FINLEY ELEMENTARY SCHOOL Title I, Part A Parental Involvement Plan

Include Review and Comments

Select the items you would like to print then click the "Go" button. This will display your data in a printer friendly format. To print go to File->Print in

[Select All](#)

- Assurances/Certification
- Plan: Mission Statement
- Plan: Involvement of Parents
- Plan: Coordination and Integration
- Plan: Annual Parent Meeting
- Plan: Flexible Parent Meetings
- Plan: Building Capacity
- Plan: Staff Training
- Plan: Other Activities
- Plan: Communication
- Plan: Accessibility
- Plan: Discretionary Activities
- Plan: Upload Evidence of Input from Parents
- Plan: Upload Parent-School Compact
- Plan: Upload Evidence of Parent Involvement in Development of Parent-School Compact
- Evaluation: Building Capacity Summary
- Evaluation: Staff Training Summary
- Evaluation: Barriers
- Evaluation: Best Practices (Optional)

Should you have questions or need assistance you may contact the LEA contact listed on the bottom of each screen.

Step 14: Submit signed hard copies of the assurance and the adoption sections to the LEA, if required.