

Parent Organization Checklist

This checklist can be used for PTA, PTO, PTSA, or other parent meetings to guide discussions and decisions to ensure required stakeholder involvement in the school improvement process.

SEPTEMBER

- Share the school improvement plan, highlighting the parent involvement components.
- Invite a parent and/or a community member to be a part of the school improvement team.

OCTOBER

- Review the Parent Involvement plan with all required components of Section 1118 of ESEA.
- Parent/stakeholder climate pre-survey

NOVEMBER

- Hold a Title I Parent Meeting.

DECEMBER

JANUARY

FEBRUARY

- Discuss professional development needs.

MARCH

- Get budget ideas and/or priorities from parents for the school improvement plan especially the 1% required for parental involvement.

APRIL

- Share professional development plans.
- Parent/Stakeholder climate post survey.

MAY

- Share the final draft of the school improvement plan.
- Review the Parent/Teacher/Student Compact that will be used the following year.

YEAR-LONG REQUIREMENTS

- Collect **sign-in sheets** from all parent organization meetings.
- Collect **agendas** from all parent organization meetings.
- Collect **minutes** from all parent organization meetings.