

EVIDENCE OF ELECTRONIC DISTRIBUTION

ParentSquare Distribution of Title I Annual Meeting Documents: Policy & Compact



STEP 1: Directions, Send the Message

- By September 30th, send a ParentSquare message to families after your Title I Annual Meeting.
- Use the template below.
- Attach the two signed documents.

Message Template (English):

Hello School Families

We are writing to share with you two documents that we provide to families each year.

- **25-26 Parent and Family Engagement Policy ([LINK HERE](#))**
- **25-26 School-Parent Compact ([LINK HERE](#))**

Please contact the school if you have any questions.

School Staff

Message Template (Spanish):

¡Hola, Familias!

Les escribimos para compartirles dos documentos que les proporcionamos a las familias cada año:

- **Póliza de Participación de Padres y Familias 25-26 ([ENLACE AQUI](#))**
- **Acuerdo Escuela-Padres 25-26 ([ENLACE AQUI](#))**

Por favor, pónganse en contacto con la escuela si tienen alguna pregunta.

Atentamente,

El Personal de la Escuela



School Leader Checklist and Detailed Instructions for STEP 1



- ☐ Update the Parent and Family Engagement (PFE) Policy if any changes were made during the Title I meeting.
- ☐ Sign the updated PFE Policy.
- ☐ Sign the School-Parent Compact.
- ☐ Save both signed documents as PDFs.
- ☐ Attach both signed PDFs to the ParentSquare message.

Attachments / Adjuntos (to send with message):

- [25-26 School-Parent Compact](#) / [Acuerdo Escuela-Padres 25-26](#)
- [25-26 Parent and Family Engagement Policy](#) / [Póliza de Participación de Padres y Familias 25-26](#)

STEP 2: What to Do

Take a screenshot of the ParentSquare message and save it as “Evidence of Distribution.”

- Put the screenshot in your Legislative Compliance Folder (the one your SRP Specialist shared with you).
- If you can't do that, just email the screenshot to your SRP Specialist, and they will upload it to your school's folder.

Example Screen Shot Below

