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







	Update the Parent and Family Engagement (PFE) Policy it 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

Melrose Leadership Academy TK-8 This Friday Coffee on the Curb and Title 1 meeting -- 8:30-9:00 Jonathan Mayer • 17 days ago • Tuesday, Oct 1 at 11:00 AM • Melrose Leadership Academy TK-8 Hi everyone, Just wanted to remind folks we will have Coffee on the Curb on Friday at Maxwell 8:30-9:00 and hold our annual Title 1 meeting as well. Here are attachments for the meeting where we will go through the what it means to be a Title 1 school as well as our Parent School Compact parent and family engagement policy. Hope to see you Friday Morning out front of the school. Here are the documents for your review for Coffee on the Curb, Title 1 Meeting on Friday at Sherman, 8:30-9:00 Parent School Compact MLA MLA Parent and Family Engagement Policy