









# Parental Involvement Checklist Icon/Symbols

“An Administrator’s Checklist to NCLB-Parental Involvement” identifies approximately fifty requirements relating to parental involvement across the federal title programs. We hope you will find this to be a usable and helpful tool.

The requirements are organized into three broad categories: “Notification,” “Consultation,” and “Other Requirements.” Each requirement is further detailed with a brief description and a reference to public law, the specific title program, who must comply with the statute, when it should be completed, and the form of documentation. One other column is provided for your use to note when and how the requirement was satisfied.

The column, “Form of Documentation,” uses icons. A minimum of one form of communication and documentation is required. At times two or more forms of communication and documentation are acceptable, and in those cases the school or district should, at a minimum, use the most effective form of communication. You are urged to maintain paper copies of your documents and a telephone log of your telephone correspondence.

The key to the icons is listed below.

	Email		Newsletter and Correspondence sent home with students
	Letter (Mail)		Meetings: How the meeting was publicized, sign-in sheet, agenda, minutes or product; or conferences: Teacher and parent meeting, sign-in sheets should be maintained.
	Student Handbook		Telephone: Maintain a telephone log
	Newspaper		Website: Save an e-file of all website documents

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