



2018-2019 Parent Information for PEN and Website

Due by October 5, 2018, each Title I school should have their 2018-2019 school website and Parent/Family Engagement Notebook (PEN) updated and available to parents.

2018-2019 Parent/Family Engagement Notebook (PEN): keep in the front office in view for parents to have access.

The following 2018-2019 items should be included in this notebook:

1. School Improvement Plan
2. School Parent & Family Engagement Plan
3. District TITLE I Parent & Family Engagement Plan
4. Parent-Student-School Compact
5. School Data/Grade
6. SPAR Report (2015 -2016 available now, 2016 -2017 may not be available until late spring)
7. Parent Guide/Code of Conduct
8. Right to Know Letter(s) all languages
9. Parent/Family Resource Centers (Flyers, calendars, etc.)

The 2018-2019 Parent/Family Engagement Notebook is updated with the required information.

Principal Signature _____ Date _____

Other

10. Copy of Title I and/or District Parent Survey results (when available)
11. Information on how parents can be involved/volunteer at your school and with their child's education
12. Copies of school newsletters

School Website: On School's Main Website Page-(Link to School's Title I page)

1. **Link to District Website** add on school's (Main Page) <http://www.polk-fl.net/default.aspx>
2. **Link to District Title I Page** [http://www.polk-fl.net/district info/departments/learning/title1/default.htm](http://www.polk-fl.net/district%20info/departments/learning/title1/default.htm)
3. **District Parent & Family Engagement Plan** -- in English, Spanish and Haitian Creole can be found at this link – please create links directly to the documents <http://www.polk-fl.net/parents/involvement/titleone.htm>
4. **School Parent & Family Engagement Plan:** Please include the Assurances signed by the Principal with your Plan when it is put on the website.
5. **School Parent & Family Engagement Plan** - English, Spanish, Haitian-Creole
6. **School Parent Compact** - English, Spanish, Haitian-Creole
7. **Right to Know Letter** (all languages)
8. Information and websites about **Parent/Family Resource Centers**

PARENT CENTERS: [WWW.POLK-FL.NET /PARENTS/INVOLVEMENT/PIRC.HTM](http://WWW.POLK-FL.NET/PARENTS/INVOLVEMENT/PIRC.HTM)

Other links you may want to provide on your website

9. Link to the Parent Guide/Code of Conduct
10. Link to Title I Parent Survey (if applicable)
11. Link to online Free/Reduced Lunch application
12. Link to school volunteer information

Please remove previous year's information and update with current school year. The school website is updated with the required information for 2018-2019.

Principal Signature _____ Date _____

Notify Parents of the PFEP, SIP, and SPAR

Please notify your parents that the following plans/reports are available in ENGLISH, SPANISH, and HAITIAN CREOLE (if applicable) on your school's website and in the front office in the PEN-Parent/Family Engagement Notebook.



1. **School Improvement Plan (SIP)**
2. **Parent & Family Engagement Plan (PFEP)**
3. **School Public Accountability Report (SPAR)**

Parents may receive a hard copy of the plan(s) if requested. **This information should be mentioned in your PFEP. THE SPAR is data from the previous year and may not be available until after November ...put the most recent copy in the notebook and replace it when a more current copy becomes available. When it is released for the current school year please notify parents and complete the SPAR form.**