



**Miami-Dade County Public Schools  
Title I Annual Parent Meeting Documentation Packet**

School Year: \_\_\_\_\_

<b>School:</b>	<b>Region:</b>	<b>Loc. #:</b>
<b>Community Involvement Specialist(s)/Community Liaison Specialist(s) Contact Person:</b> _____		
<b>Required Item(s)</b>		<b>Comments</b>
<input type="checkbox"/> Title I Annual Meeting Flyer (Multi-language)	Title I Annual Meeting flyer should not be combined with another activity/meeting	
<input type="checkbox"/> Title I Annual Meeting Agenda	Title I Annual Meeting agenda should not include other activities/meetings	
<input type="checkbox"/> Title I Annual Meeting Sign-in Sheets	The sign-in sheets should not reference other activities/meetings	
<input type="checkbox"/> Title I Annual Meeting Minutes (Including Parent and Family Engagement Plan (PFEP) and School-Parent Compact dialogue with parents)	Minutes should reflect PFEP and School-Parent Compact discussions soliciting suggestions and recommendations of parents for the school-level PFEP and School-Parent Compact	
<input type="checkbox"/> Title I Program Notification Letter in Multiple languages (must be on school letterhead, dated and signed by the principal).	Refer to the Title I Administration Website, Title I School-level Compliance Collaboration Site, or the 2017-2018 Title I Handbook ( <b>Appendix CC</b> )	
<input type="checkbox"/> Title I School-Parent Compact	<i>Elements of the School-Parent Compact:</i> <ul style="list-style-type: none"> <li>○ Multi-language</li> <li>○ Annual Meeting</li> <li>○ Flexible Meetings</li> <li>○ Provide High Quality Curriculum and Instruction</li> <li>○ Frequent Progress Reports</li> <li>○ Volunteer Opportunities</li> <li>○ Access to Staff</li> <li>○ Parent-Teacher Conferences</li> <li>○ Review of PFEP/School-Parent Compact</li> <li>○ School Responsibilities</li> <li>○ Parental Responsibilities</li> </ul>	
<input type="checkbox"/> Title I School PFEP and Assurance Page	Obtain a copy of the PFEP and the signed/dated Assurance Page from your administrator	
<input type="checkbox"/> Parent Survey	Copies of the Title I Parent Survey collected for the current school year	
<input type="checkbox"/> Parent Survey Compilation of Results	A copy of compiled parent results, indicating the needs of parents at your school	
<input type="checkbox"/> PAC/DAC Representatives Form	Original DAC/PAC Representative Form (FM-6996) with the names of elected schoolsite representatives	
<i>All original documents listed above must be maintained in the Title I School-level Compliance Filing System for a minimum of five (5) years.</i>		