

2023-2024 Parent and Family Engagement Plan

School Name	Ivey Lane Elementary
LEA	Orange County Public Schools

The following is to ensure school-level parent and family engagement plans meet the requirements of Section 1116(b) of the Elementary and Secondary Education Act (ESEA), as amended by the Every Student Succeeds Act (ESSA)

Assurances

The above named school agrees to the following assurances:

- Involve parents of children served in Title I, Part A in decisions about how Title I Part A funds are spent;
- Carry out the programs, activities, and procedures in accordance with the definitions in Section 8101 of ESEA;
- Jointly develop/revise plan with parent and make available to the local community;
- Involve parents and families in planning, reviewing, and improving schoolwide program plan;
- Use the findings of parent and family engagement plan review to design strategies for more effective engagement, and to review, if necessary, the school's parent and family engagement plan;
- Provide each family with timely notice information regarding their right to request information on the professional qualifications of the student's classroom teachers and paraprofessionals;
- Notify each family, in a timely manner, when their child has been assigned, or has been taught for four or more consecutive weeks, by a teacher(s) who is out of field;
- Provide each family with an individualized student report about the performance of their child(ren) on the State assessments [ESEA Section 1116]

Mission Statement

<p>1. Does the mission statement include: How the parent and family engagement plan is a shared responsibility?</p> <p>How the parent and family engagement plan will assist in providing high quality instruction for all learners?</p>	<p>Ivey Lane Elementary school is committed to providing our parents and students with a culturally responsive environment that will impact their academic and social emotional needs. This will be accomplished through the inclusion of families in our SAC, PTA, monthly family centered events and student-centered activities. The focus will be on academics and understanding of the educational supports that are available to them and how to access them through parent events, workshops and communication.</p>
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Involvement of Parents

<p>2. Does the plan include: How the school will involve the parents and families in an organized, ongoing, and timely manner in the planning, review and improvement of Title I programs, including involvement in decision making of how funds for Title I will be used [ESEA Section 1116]?</p>	<p>Ivey Lane Elementary will ensure that the following parent involvement opportunities are organized and engaging:</p> <ul style="list-style-type: none"> • Home-to-school & school-to-home communication for English and/or other languages. • Talking Points • Connect Orange messages • School's Website • Flyers • Email • Other best practices as needed <p>At Ivey Lane Elementary parents and families are involved in the planning, review of Title I initiatives, including involvement in the decision making of how Title I funds will be used by:</p> <p>Attendance:</p> <ul style="list-style-type: none"> • Annual Title I Meeting • Multilingual Parent Leadership Council (MPLC) meetings • Parent Teacher Association meetings (PTA) • School Advisory Council meetings (SAC) <p>Participation:</p> <ul style="list-style-type: none"> • Parent and Family Engagement activities and trainings • ADDitions Volunteer • Partners and Education <p>Analyze and Review:</p> <ul style="list-style-type: none"> • Academic and demographic data • Annual Survey data • Prior year School-Parent-Student Compact and Parent and Family Engagement Plan
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Coordination and Integration with Other Federal Programs

<p>3. Does the plan include: How the school will coordinate and integrate parent and family engagement programs and activities?</p> <p>How the school will coordinate and integrate parent and family activities that teach parents how to help their child(ren) at home [ESEA Section 1116]?</p>	<p>Ivey Lane Elementary will coordinate and integrate parent and family engagement programs and activities through a host of planned events throughout the school year. These activities will teach parents how to help their child(ren) at home through the implementation of various best-known practices that are linked to learning. Below you will find the delineated program and coordination for each school-based program. Examples of Parent and Family events will be Literacy night, Math/STEM night, F.A.S.T night, and Parent trainings. Parent trainings will include strategies and information on helping their child academically, socially, and emotionally succeed.</p>
Program	Coordination
VPK	The VPK teacher at Ivey Lane Elementary in addition to the Title I Office will provide parents with suggestions and materials to help their students at home. Parents will be invited to attend the yearly transition meeting with Kindergarten families to address the academic expectations for the upcoming school year. This grant provides Pre-K students an opportunity to attend the other half day of early childhood preparation. The Pre-K students and families will be invited to all Title I events. The principal and Title I coordinator will coordinate with the Title I office to provide opportunities for parent and family engagement at home, at school and in the community
Title 1 Federal	Title 1 funds help provide ATS (Academic Tutoring Services) to students, staffing, technology equipment, and other resources.
Title II	Provide Professional Development opportunities to teachers and staff members that help them grow as educators. The Leadership Team and District support will collect data from collaborative walks. Using the data, the team will create Professional Development opportunities that will help increase teacher performance in areas that will directly improve impact student achievement.
Title III	School communication is communicated in multiple languages and we provide interpreters if necessary, to ensure that we are including parents of ELL students.
Title X	McKinney Vento Program provides support to our homeless students.

Annual Parent Meeting

<p>4. Does the plan include: A description of the specific steps the school will take to conduct the annual meeting to inform</p>	<p>Ivey Lane Elementary will host an Annual Title I meeting in October to inform parents and families of children participating in Title I program at the beginning of the school year. We will host a single meeting to educate parents via the following methods:</p>
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<p>parents and families of participating children about the school's Title I program?</p> <p>A description of the nature of the Title I Program that is shared with parents (schoolwide or targeted assistance)?</p> <p>A description of how the meeting will cover adequate yearly progress (AYP), school choice, and the rights of parents are covered at the annual meeting?</p>	<ul style="list-style-type: none"> Annual Yearly Progress (AYP) via PowerPoint Presentation and handouts School Choice via district handouts and policies The rights of parents via brochure and other resources <p>Parents and families are informed of the nature of the Title I program by the following statement:</p> <p>Title I schools receive services from the largest federal aid to education program in existence. Title I has been in existence since 1965 and continues to level the academic playing field for children victimized by poverty. Title I funds provide services and educational programs to help students achieve. Title I/Migrant Programs administer in excess of \$500 million in federal funds to school districts and agencies in Florida for high quality supplemental instruction and support services for educationally disadvantaged children. Our mission is to provide leadership and technical assistance to local education agencies (LEAs) and local operating agencies (LOAs) to implement programs and services that ensure that all children have a fair, equal and significant opportunity to obtain a high-quality education and reach, at a minimum, proficiency on challenging state academic achievement standards and state academic assessments. We provide service to local school districts, agencies, private schools and local neglected and delinquent institutions for Title I, Migrant, and Homeless Programs.</p> <p>For more information please visit the Florida Department of Education, Office of Title I Programs and Academic Intervention Services at http://www.fldoe.org/bsa/title1/title_compile.asp and our district's Title I website https://www.ocps.net/departments/title_i.</p> <p>Below are the specific steps that Ivey Lane Elementary will take to conduct the Title I Annual Meeting.</p>
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Activity/ Task	Person Responsible	Timeline	Evidence of Effectiveness
Annual Title I Meeting will be announced on Connect Orange, School's website, Talking Points	Title I Coordinator	September, 2023	Sign-In Sheet, Meeting minutes, Title I power point presentation, flyer, and survey
Preparation of documents for	Title I Coordinator/Principal Review	September, 2023	Agenda, Sign-in-sheet, Title I power point
Conduct/Facilitate Annual Title-1 Meeting	Title I Coordinator/Principal	October, 2023	Agenda, Sign-in-sheet, Parent and Family Engagement Plan and School-Parent Student Compact approved

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Maintain documentation	Title I Coordinator	Sept, 2023- June, 2024	Title I documentation-housed with Title I Coordinator
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Flexible Parent Meetings

<p>5. Does the plan include: How will the school offer a flexible number of meetings, such as meeting in the morning or evening?</p> <p>How will the school provide, with Title I funds, transportation, child care or home visits, as such services relate to parent and family engagement [ESEA Section 1116]?</p>	<p>The Title I Coordinator, Admin, PEL Contact, and parents will create a calendar consisting of the following meetings/events:</p> <ul style="list-style-type: none"> • Annual Title I Meeting • School Advisory Council (SAC) • Multilingual Parent Leadership Council (MPLC) • Open House • Meet the Teacher • Grandparent's Breakfast • Donuts with Dad • STEM Fall Festival • Report Card Conference Nights • Teach-In • Book Character Trunk or Treat • Family Movie Nights • Literacy Night (Pre-K-5) • F.A.S.T. Night (Florida Assessment of Student Thinking) • Math Night (Pre-K-5) • Pastries with Parents/Muffins with Moms • Multi-Cultural Night • Mental Health/Wealth Series for parents • Volunteer Appreciation Luncheon <p>We will also combine our meetings such as Title I and SAC to respect the time of our parents. The school will provide food and drinks during every meeting. Childcare services and translators will be provided as well. Parent/Teacher conferences will also be held near the mid-point of each nine weeks when progress reports are issued. Additionally, parent conferences will be coordinated as needed with teachers, administrators, and staff members to discuss academic progress, behavior concerns, student data, and other important information related to the success of each student. The school will work to accommodate parents and their schedules by providing various modalities and timeframes for conferences. Parents will have the opportunity to communicate and provide feedback with all stakeholders here at Ivey Lane Elementary on an ongoing basis.</p> <p>As it pertains to services related to Parent and Family Engagement, the school will provide the following:</p> <ul style="list-style-type: none"> • We will provide transportation to a minimum of one Parent Academy if face-to-face (meetings will be held virtually when necessary). • Cover the cost of staffing a childcare room with an OCPS staff member(s) for parents to utilize during parent activities and meetings
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Building Capacity

<p>6. Does the plan include: How the school will implement activities that will build the capacity for meaningful parent/family involvement?</p> <p>How will the school implement activities that will build relationships with the community to improve student achievement?</p> <p>How the school will provide material and training to assist parents/families to work with their child(ren)?</p> <p>How the school will provide other reasonable support for parent/family engagement activities [ESEA Section 1116]?</p>	<p>Ivey Lane Elementary takes pride in building the capacity of all key stakeholders who play a vital role in the academic success of our students. We provide both internal and external workshops and activities that strengthen these relationships throughout the school year. Our doors are open to the community through the implementation of activities during and after school that community members and organizations can volunteer to support through our Partners In Education (PIE) coordinators as well as our ADDitions coordinators.</p> <p>Our Parent Engagement Liaison (PEL) will be a main point of contact for parents to receive resources, support, and information about activities that engage parents and family.</p> <p>Below are the specific steps that Ivey Lane Elementary will take to build capacity for meaningful parent and family engagement.</p>
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Activity/ Task	Person Responsible	Correlation to Student Achievement	Timeline	Evidence of Effectiveness
Summer Family Movie Night	PEL	Engaging parents and students- Building relationships with the community	July, 2023	Connect Orange, Flyers Marquee, photos
Kindergarten Orientation	Reading Coach, Media Specialist, PEL, Title I Coordinator	Annual transition meeting to reduce anxiety in brand new incoming parents and students to help acclimate them and help set expectations for the upcoming school year.	July, 2023	Connect Orange, Flyers Marquee, Sign-In-Sheet, parent surveys, and event photos

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Meet the Teacher	Admin, Instructional Coaches, Classroom Teachers, Title I Coordinator, Support Staff, PEL	Teachers will introduce classroom expectations, routines, and establish a positive rapport with the students, parents, and community stakeholders.	August, 2023	Talking Points, Marquee, Sign in sheets/ surveys, photos
Open House	Admin, Instructional Coaches, Classroom Teachers, Title I Coordinator, Support Staff, PEL	Provide information to parents about academic expectations and classroom rules	September, 2023	Talking Points, Marquee, Sign in sheets/ surveys
Title I Annual Meeting	Title I Coordinator	Increase parent involvement and understanding of the opportunities available to help their child learn and grow academically and socially.	October, 2023	Talking Points, flyers, Sign in sheets/ surveys
Bullying Knowing the Signs	PEL & Title I Coordinator	Provide strategies and tips to parents to help their children with understanding Bullying.	October, 2023	
Report Card Conference Night	Admin, Instructional Coaches, Classroom Teachers, Title I Coordinator, Support Staff, PEL	Allows parents and guardians the opportunity to communicate with the classroom teacher about the student's progress.	Every nine weeks	Talking Points, Connect Orange, Flyers Marquee, Sign-In-Sheet, parent surveys
Family Night Series (Reading, Math, Writing, Science, FAST/STAR the Arts)	Title I Coordinator, Admin, Instructional Coaches, Classroom Teachers, Support Staff, PEL	Parents will interact with child(ren) while learning targeted skills.	Ongoing	Talking Points, Connect Orange, Flyers Marquee, Sign-In-Sheet, parent surveys
Teach-In	Title I Coordinator, Admin, Instructional Coaches, Classroom Teachers, Support Staff, PEL	Engage students and school staff with various community members to learn about occupations and how current student learning supports future endeavors.	November, 2023	Connect Orange, Talking Points, Flyers Marquee, Sign-In-Sheet, parent surveys

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Regularly Scheduled SAC and PLC Meetings	Admin, Media Specialist, Title I Coordinator, Classroom Teachers, PEL	Parents will actively participate in decision-making process for school.	Ongoing	Meeting Minutes
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Staff Development

<p>7. Does the plan include: A description of the professional development activities the school will provide to educate the teachers, specialized instructional support personnel, principals, other school leaders and other staff. - with the assistance of parents/families, in the value and utility of contributions of parents/families? - in how to reach out to, communicate with, and work with parents/families as equal partners? - in implementing and coordinating parent/family programs, and in building ties between parents/families and the school [ESEA Section 1116]?</p>	<p>Ivey Lane Elementary strives to build the capacity of all school staff. Throughout the year, various professional development activities are provided to educate the teachers, specialized instructional support personnel, administrators, other school leaders and other staff to build capacity in parent and family engagement.</p> <p>Below are the specific activities and tasks that Ivey Lane Elementary will implement to build capacity for meaningful parent and family engagement.</p>
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Activity/ Task	Person Responsible	Correlation to Student Achievement	Timeline	Evidence of Effectiveness
Annual Title I Meeting	Title I Coordinator/School Administration	Increase parent involvement and understanding of the opportunities available to help their child learn and grow academically and socially.	October, 2023	Talking Points, Connect Orange, Flyers Marquee, Sign-In-Sheet, parent surveys
Parent and Family Engagement PD: Building Strong Partnerships with	Title I Coordinator, PEL	Improve school staff resources to create a welcoming school environment,	October, 2023	Talking Points, Sign-in sheets Exit Slips/Surveys

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Parents and Families Module		understand and value the importance of parent/family engagement, and maintain strong school to home partnerships.	
Parent and Family Engagement PD: Building Ties Between Home and School Module	Title I Coordinator, PEL	Improve staff's ability to work with parents and families.	April 2024 Talking Points, Sign-in sheets Exit Slips/Surveys

Other Activities

<p>8. Does the plan include: How other activities, such as the parent resource center, the school will conduct to encourage and support parents and families in more meaningful engagement in the education of their child(ren) [ESEA Section 1116]?</p>	<p>Ivey Lane Elementary will use various school resources to assist parents and families with their needs. The following are some of the school resources available to parents and families:</p> <ul style="list-style-type: none"> • The ESE and Guidance office have a resource center that includes information about but not limited to the following: <ul style="list-style-type: none"> • Homeless Education • Retention • Counseling Services • Exceptional Education Services Behavioral Support Services • Other resources outside of the school • The Media Center has a parent Resource Center that offers computer access and allows students and parent access to district applications and other materials during the day or after school by appointment with our PEL. Families may also attain resources as well as check out books specifically for parents. • District Parent Academy and Virtual Academy events offered throughout the year <p>Below are the specific activities and tasks that Ivey Lane Elementary will use to encourage and support parents and families in more meaningful engagement in the education of their child(ren).</p>
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Activity/ Task	Person Responsible	Timeline	Evidence of Effectiveness
Title 1 Annual Meeting	School Administration, Title I Coordinator, PEL, and classroom teachers	October, 2023	Agenda, PowerPoint presentation and sign in sheets
Parent Academy	Title I Coordinator/Title I Parent Engagement Liaison (PEL)	Monthly/Ongoing	Sign in sheets, exit slips and PowerPoint presentation
Additional Virtual Parent Workshops	School Administration, Title I Coordinator, PEL, and classroom teachers	Monthly/Ongoing	Feedback from Surveys Sign-in Sheets

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Academic Tutoring Services	School Administration, Title I Coordinator, PEL, and classroom teachers	Weekly	Quarterly Report Cards, Attendance Sheets, Teacher Monitoring Logs
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Communication

<p>9. Does the plan include: How the school will provide timely information about the Title I programs?</p> <p>How the school will describe and explain the curriculum at the school, the forms of assessment used to measure student progress and the achievement levels students are expected to obtain?</p> <p>How, if requested by parents, the school provides opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their child(ren)?</p> <p>How the school will submit parents/families comments if the schoolwide plan is not satisfactory to them [ESEA Section 1116]?</p>	<p>Ivey lane Elementary will provide timely information about Title I programs, school curriculum, academic assessments, and student progress weeks in advance by implementation of the following parent notification vehicles:</p> <ul style="list-style-type: none"> • School wide informational flyer distribution to all students • Connect Orange notification in English and Spanish (automated phone notification and school marquee display.) • School wide social media platforms including the school website, Facebook, Twitter, and Class Dojo • Email, texts, and phone calls are made to target families prior to all academic events to help improve parent engagement and student achievement. <p>Reminders will also be provided at least two days ahead of scheduled events using the same notification vehicles used as the initial communication of the upcoming events to increase attendance.</p> <p>We will facilitate monthly SAC meetings, where topics pertaining to curriculum, forms of academic assessment and assessment of student progress will be addressed. At each meeting and parent training, parents will have the opportunity to address their questions and concerns regarding any issue of an academic nature.</p> <p>The school administration also operates on an "open door policy" which is communicated to parents consistently. As needed, parents can meet with school administration, as well as submit a written concern to the school administrators. Parents will also be encouraged to attend scheduled parent conferences, progress report nights, and other academic events. All parents will be encouraged to become OCPS volunteers.</p>
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Accessibility

<p>10. Does the plan include: A description of how the school will provide full opportunities for participation in parent/family engagement activities</p>	<p>Ivey Lane Elementary will establish a host of opportunities for parents and families to participate in school activities through ensuring multiple levels of access for parents and families. The following methods will be used:</p> <ul style="list-style-type: none"> • Family Nights will be presented in multiple languages to service our ELL families. • Offer activities at multiple times throughout the day for parents and families to participate during the morning, evening and afternoon.
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<p>for all parents/families?</p> <p>A description of how the school will share information related to school and parent/family programs, meetings, school reports, and other activities in an understandable, uniform format, and in languages that the parents/families can understand?</p>	<p>We will share information through various best-known practices in multiple languages in order to reach the highest number of parents and families. The following outlines some of those methods:</p> <ul style="list-style-type: none"> • Home-to-school and school-to-home communication in English and/or other languages • Canvas courses • Flyers • Newsletters • Connect Ed messages • Talking Points • School Website • Email • And other known best practices as needed
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Discretionary Activities

<p>11. Does the plan include: Any activities that are not required, but will be paid for through Title I, Part A funding (for example: home visits, transportation for meetings, activities related to parent/family engagement, etc.)</p>	<p>Ivey Lane Elementary will utilize Title I, Part A funding for additional activities and workshops to support student achievement. Although not required, these activities support student achievement.</p> <p>Below are additional activities and tasks that Ivey lane Elementary will implement that are funded by Title I, Part A</p>
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Activity/ Task	Person Responsible	Correlation to Student Achievement	Timeline	Evidence of Effectiveness
Provide training opportunities to parents and community members to enhance their knowledge base about the school improvement initiatives.	Leadership Team	Increase the engagement of parents and their knowledge of student's level of performance and needs in the classroom.	August 2023 May 2024	Feedback Surveys Sign-in sheets Agendas
Maximizing parental involvement and participation in their children's	Leadership Team	Increase the engagement of parents and their knowledge of student's level of	August 2023- May 2024	Feedback Surveys Sign-in sheets Agendas

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<p>education by arranging school meetings at a variety of times, or conducting in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend those conferences at school [Section 1118(e)(10)1;</p>		<p>performance and needs in the classroom.</p>	<p>Power point presentations</p>
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Barriers

<p>12. Does the plan include: A description of the barriers that hindered participation by parents during the previous school year? A description of the steps the school will take during the upcoming school year to overcome the barriers (with particular attention paid to parents/families who are disabled, have limited English proficiency, and parents/families of migratory children [ESEA Section 1116]?)</p>	<ul style="list-style-type: none"> • Transportation • Language • Education • Economically disadvantaged <p>Below are the specific steps that Ivey Lane Elementary will take to address barriers that existed in the previous year.</p>
Barriers (Including the Specific Subgroup)	Steps the School will Take to Overcome
Language Barrier (ELL)	Provide resources to students and parents such as Imagine Learning, Rosetta Stone, Quarterly ESOL Meetings, Bilingual support from the paraprofessional, and provide accommodations

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	during CORE instruction and on formative/summative assessments.
Economically disadvantaged (FRL)	Increase parent and student involvement during afterschool events. Love Pantry and the Knight Boutique participation.

School-Parent Compact

<p>13. Does the plan include: As a component of the school-level parental involvement policy/plan, each school shall jointly develop, with parents for all children served under this part, a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement?</p>	<p>Provide a scanned copy with this document of the School-Parent Compact and evidence of parent input in the development of the compact.</p> <p>English: https://drive.google.com/file/d/1odIXsaYbUUI5ggojhjDLyMSco47iS69b/view?usp=drive link</p> <p>Spanish: https://drive.google.com/file/d/1xJx31ER1GUtFbFgvFjt6_AW2ZcMb9xjk/view?usp=drive link</p>
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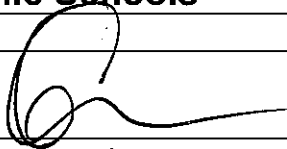
Adoption

The parental involvement policy/plan has been developed jointly with, and agreed on with, parents of children participating in Title I, Part A programs, as evidence by

This policy/plan was adopted by the school on October 5, 2023 and will be in effect for the period of June 30, 2024

The School will distribute this policy to all parents of participating Title I, Part A children on or before October 12, 2023

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Signature of Authorized Personnel	
Date	9/29/2023

Provide evidence that this policy/plan has been developed with the input from parents based on the review of the previous school years Parent and Family Engagement Plan if applicable.

The following documents can be submitted as evidence:

- Parent survey of previous year's events and activities
- Any SAC and PTA artifacts where Title I/PFE topics were on the agenda
- Parent Feedback Summary of PFEP Evaluation
- Parent and Family Engagement Activities Tracking Form