

Family Engagement Checklist

SCHOOL NAME: _____



STRATEGY 1: Communicating Effectively

Families and staff engage in regular, two-way, meaningful communication about children's learning.		Never	Rarely	Sometimes	Often	Frequently
1	Maintains a space with family resources and information- a "Family Corner," resource area, bulletin board, resource table, etc.	0 <input type="checkbox"/>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>
2	Asks families for input on their child's needs, strengths, and goals.	0 <input type="checkbox"/>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>
3	Communicates with families regarding positive behaviors and accomplishments of their child.	0 <input type="checkbox"/>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>
4	Provides prompt communication with families regarding academic or behavioral concerns.	0 <input type="checkbox"/>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>
5	Provides welcome packet of information to families about program importance, daily schedule, staff introductions, etc.	0 <input type="checkbox"/>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>
6	Hosts at least one annual open house or orientation to welcome families, familiarize with procedures, and meet staff and other families.	0 <input type="checkbox"/>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>
7	Provides a clear and concise "Parent/Family Handbook" that explains all program/school policies and procedures.	0 <input type="checkbox"/>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>
8	Provides clear information about standardized testing, test results, curriculum, progress monitoring, and report cards.	0 <input type="checkbox"/>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>
9	Communicates with families using multiple methods, including phone calls, e-mails, information packets, drop-in hours, school website, social media, etc.	0 <input type="checkbox"/>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>
10	Conducts home visits or neighborhood meetings to provide information to 'hard to reach' families.	0 <input type="checkbox"/>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>
11	Family-friendly language is used, not technical language or acronyms, in all written communications to families.	0 <input type="checkbox"/>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>
12	Produces a newsletter with up-to-date information about the school/program, special events, upcoming meetings, parenting tips, and more.	0 <input type="checkbox"/>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>
13	Provides communication (written and verbal) to families in the home language, as applicable.	0 <input type="checkbox"/>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>
14	Utilizes take-home folders or another method for two-way communication between teachers/staff and families.	0 <input type="checkbox"/>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>
15	Staff utilize a family interest survey, family focus group, or other method to gather feedback from families, determine wants and needs; staff address family issues or concerns.	0 <input type="checkbox"/>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>
16	Staff keep families informed of any major policy or procedural change that will affect them.	0 <input type="checkbox"/>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>
17	Utilizes a family suggestion box, satisfaction survey, or another method to gather feedback and suggestions from families; staff are prepared to address suggestions constructively.	0 <input type="checkbox"/>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>
18	Provides communication during times of transition: entering Kindergarten, grade-level promotions, entering middle school, etc.	0 <input type="checkbox"/>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>

19	Develops school/program policies that encourage frequent staff communication to families.	0 <input type="checkbox"/>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>
20	Has a process in place for reviewing readability, clarity, and frequency of communications sent home to families.	0 <input type="checkbox"/>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>
21	Provides training to staff on importance of and effective strategies for two-way communication with families.	0 <input type="checkbox"/>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>
STRATEGY 1: SCORE					_____	

STRATEGY 2: Supporting Children's Learning

Families and staff collaborate to support children's learning and development at home and school, and have regular opportunities to strengthen families' knowledge and skills to do so effectively.		Never	Rarely	Sometimes	Often	Frequently
1	Supports families' involvement in their child's academic learning by holding learning-based activities and events such as Family Literacy Night, Science Night, Health Care Day, Math Night, etc.	0 <input type="checkbox"/>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>
2	Offers workshops and information linked to student learning: homework support, standardized testing, routines, healthy lifestyles, etc.	0 <input type="checkbox"/>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>
3	Offers workshops or provides information on child development, developmental milestones, parenting practices, etc.	0 <input type="checkbox"/>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>
4	Offers workshops or provides information on grade-level standards and required skills.	0 <input type="checkbox"/>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>
5	Provides resources to support learning at home through Make and Take workshops, literacy bags, math activities, etc.	0 <input type="checkbox"/>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>
6	Provides specific information to families on how to assist children with skills they need to improve upon.	0 <input type="checkbox"/>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>
7	Provides guidance and resources to create home environments that support learning.	0 <input type="checkbox"/>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>
8	Provides information and encourages families to focus on reading daily at home- listening to their child read, reading with their child, and reading aloud to their child.	0 <input type="checkbox"/>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>
9	Provides information and support for families to engage in anytime, anywhere learning (grocery store, in car, at the park, etc.).	0 <input type="checkbox"/>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>
10	Hosts events and meetings in the community or neighborhoods, reaching parents where they are.	0 <input type="checkbox"/>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>
11	Facilitates families and staff working together as a team to set goals for the child, monitor progress, and develop individualized learning plans.	0 <input type="checkbox"/>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>
12	Supports parent-teacher conferences by providing reminders to families, encouraging attendance, and sharing children's progress.	0 <input type="checkbox"/>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>
13	Offers workshops and support to families during times of transition, including entering kindergarten, transitioning to middle school, etc.	0 <input type="checkbox"/>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>
14	Provides support and resources to children and families year-round, specifically during summer months and extended winter breaks.	0 <input type="checkbox"/>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>

15	Provides information, ideas, and opportunities for families to address college and career plans.	0 <input type="checkbox"/>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>
16	Makes school and program resources available for family use: resource lending library, computer lab, extended library hours, etc.	0 <input type="checkbox"/>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>
STRATEGY 2: SCORE					_____	

STRATEGY 3: Creating Family Connectedness

Families feel welcomed, valued, and connected to other families, program/school staff, and the community.		Never	Rarely	Sometimes	Often	Frequently
1	Uses signage, banners, bulletin boards to welcome families into the program space and school.	0 <input type="checkbox"/>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>
2	Uses signs or a person directing parents where to find their children within the building/program.	0 <input type="checkbox"/>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>
3	Greets parents in the front of the room or building when they arrive for family events and other activities.	0 <input type="checkbox"/>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>
4	Introduces parents to each other and provides opportunities for families to network with each other (family mentoring program, grade-level get-togethers, family cafes, social hours, etc.).	0 <input type="checkbox"/>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>
5	Offers parent and/or grandparent support groups (formal and informal).	0 <input type="checkbox"/>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>
6	Hosts parent forums and/or discussion groups	0 <input type="checkbox"/>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>
7	Conducts annual surveys to identify interest and availability of parent volunteers.	0 <input type="checkbox"/>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>
8	Creates flexible volunteer opportunities that allow for all families to be engaged and publicly recognizes volunteers' contributions and efforts.	0 <input type="checkbox"/>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>
9	Provides training to parent volunteers.	0 <input type="checkbox"/>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>
10	Hosts family events and activities at various times of the day or week and take into account adults' work schedules.	0 <input type="checkbox"/>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>
11	Reduces barriers for family participation at by providing childcare for younger siblings at meetings/conferences, providing transportation and refreshments.	0 <input type="checkbox"/>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>
12	Offers informal social events or activities for families: Parent Appreciation Week/Night, Family Craft Night, Family Recreation Day, Dad's Day, Potluck dinners, etc.	0 <input type="checkbox"/>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>
13	Has an active PTA, PTO, or other family organization.	0 <input type="checkbox"/>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>
14	Includes family representatives on school councils, school improvement teams, advisory committees, etc.	0 <input type="checkbox"/>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>
15	Focuses on diverse recruitment of all families to participate in PTO/PTA, SBDM councils, and other school-based decision-making groups.	0 <input type="checkbox"/>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>
16	Provides staff development training on establishing effective family-school-community partnerships.	0 <input type="checkbox"/>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>
STRATEGY 3: SCORE					_____	

STRATEGY 4: Collaborating with the Community

Families and staff collaborate with the community to identify programs, resources, and services to strengthen children’s learning and development.		Never	Rarely	Sometimes	Often	Frequently
1	Makes information about community resources available for families; the area allows for privacy and confidentiality. Resources may include pamphlets or handouts on mental & physical health, nutrition, housing, etc.	0 <input type="checkbox"/>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>
2	Works together with community organizations to host collaborative events and co-learning activities for both parents and children, such as community library events, field trips, parenting workshops, health fairs, etc.	0 <input type="checkbox"/>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>
3	Provides a resource directory for families on community services, agencies, and programs.	0 <input type="checkbox"/>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>
4	Supports parents and families in accessing community resources, provides service referrals as needed.	0 <input type="checkbox"/>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>
5	Provides ongoing information on community happenings and learning activities to families, including opportunities for summer learning.	0 <input type="checkbox"/>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>
6	Shares information and supports access to adult learning opportunities within the community (GED classes, ESL classes).	0 <input type="checkbox"/>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>
7	Involves community and business leads in school-based leadership councils and committees.	0 <input type="checkbox"/>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>
8	Supports parental and staff involvement in community-based coalitions and committees.	0 <input type="checkbox"/>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>
9	Provides staff training and development on engaging community partners and connecting families to resources.	0 <input type="checkbox"/>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>
STRATEGY 4: SCORE					_____	
TOTAL FAMILY ENGAGEMENT SCORE						
SCORE 1 _____ + SCORE 2 _____ + SCORE 3 _____ + SCORE 4 _____ =						_____

Family Engagement Focus Areas
(Low Scoring Areas Prioritized for Improvement)

Strategy 1: Communicating Effectively

- 1
- 2
- 3
- 4

Strategy 2: Supporting Children’s Learning

- 1
- 2
- 3
- 4

Strategy 3: Creating Family Connectedness

- 1
- 2
- 3
- 4

Strategy 4: Collaborating with the Community

- 1
- 2
- 3
- 4

Summary

Total number of focus areas across all 4 strategies: _____
 (at least 1 per strategy; minimum of 6 total)

Program Coordinator Signature: _____ **Completion Date:** _____