 **Brownsville Independent School District**

**Parent and Family Engagement Department**

**REQUIRED DOCUMENTATION FOR ALL TITLE I-A COMPLIANCE REQUIREMENTS**

**FLIER**

It is to inform all parents or students’ guardians about the date, time, and place where the meeting will be and preferably setting a convenient time to obtain better results on parents’ attendance.

**AGENDA**

It is suggested to plan the agenda with anticipation, identifying the points to be discussed and the presenters’ names.

**SIGN-IN SHEETS**

To document all participants that attended the meeting. Sign-in sheets should be place on different areas in order to facilitate and speed up the sign-in of the participants.

**EVALUATION**

To indicate the understandings or concerns of all participants. A minimum of five minutes should be given to the participants to fill an evaluation to obtain their comments. Pens or pencils are needed for this purpose.

**MINUTES**

It is important to assign a person to take minutes of the meeting. This document will reflect the suggestions and recommendations made during the reunion.

**A copy of all documents must be submitted to the Parent and Family Engagement Department**

All Title I-A Parental Involvement compliance required meetings and documentation must be ***included*** and ***documented*** on the

***Title I-A Parent and Family Engagement Compliance Checklist.***

*BISD does not discriminate based on race, color, national origin, sex, religion, age, disability or genetic information in employment or provision of services, programs or activities.*