

To ensure your data is saved, download the form to your desktop before entering information.

LEA/Fiscal Agent:	Academic Year:	Completed By:

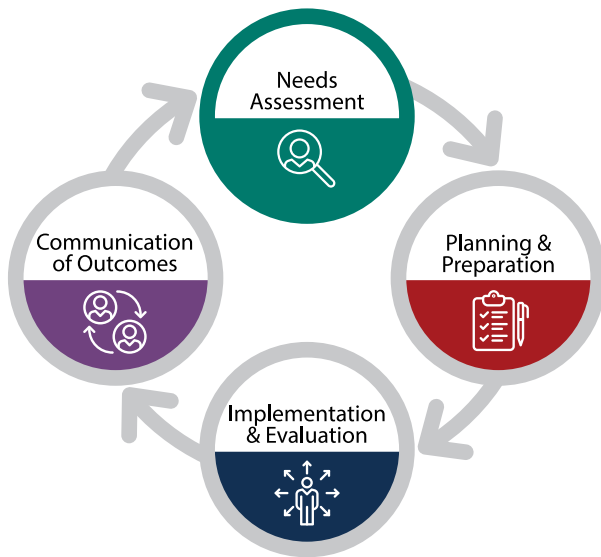
LEA is defined as a public school district, open-enrollment charter school or regional education service center.



# ENGAGEMENT PLANNING TOOL

Parent • Family • Community

## PHASE 1



### Needs Assessment

The LEA reviews its current demographics related to the English learner and immigrant populations to ensure the parent, family, and community engagement events scheduled target specific needs. The LEA reflects on their current practices in partnership with parents, families, and community partners in ways to support the cultures and traditions of their population. Strengths and needs based on the data are identified, initiating the second phase of the planning process.

### REFLECT: What did we do last year? What was the outcome?

List and describe the types of events implemented in the previous year and the outcome of each.

Engagement Type	Events Planned	Outcome	Evidence
Parent			
Family			
Community			

## GATHER DATA: What do we know about English learners, their families, and the community?

Prepare for the process of planning this year's engagement activities with **PHASE 1: Needs Assessment** by gathering data about English learners, their families, and the community.

PHASE 1 Guiding Questions	Notes
What is the total English learner population?	
What is the total immigrant population?	
What languages are identified within the LEA/campus and the community?	
What language instruction education program model(s) is/are offered to English learners?	
What does the English language proficiency data suggest about the effectiveness of your language instruction education program? <b>NOTE:</b> Title III, Part A Purpose- improves English language skills	
What does the academic performance data suggest about the effectiveness of your language instruction program? <b>NOTE:</b> Title III, Part A - improves academic achievement	
What strategies does staff currently use to help parents become more active participants in the education of their children? <b>NOTE:</b> Title III, Part A - help parents become active participants in the education of their children	
How does the LEA/campus promote deep understanding and embracing of cultural diversity?	

PHASE 1 Guiding Questions	Notes
<b>Engaging Parents:</b> How do school leaders build capacity for teachers to create partnerships with parents?	
How does the LEA/campus engage parents of English learners outside of engagement events?	
<b>Engaging Families:</b> How might the cultures and traditions of English learners, including immigrant students, and their families be built upon to increase effectiveness of communication and partnership between families and school?	
How does the LEA/campus engage families of English learners outside of engagement events?	
<b>Engaging Communities:</b> How do community partners currently support home-school interactions with parents of English learners and their children?	
How do school leaders build the capacity of teachers to create partnerships with community-based organizations?	
What community partnerships currently exist to support English learners and their families?	

## **ANALYZE and EVALUATE: What does the data indicate is needed to increase family engagement and community engagement?**

Analyze the data about English learners, their families, and the community. Complete **PHASE 1: Needs Assessment** by identifying specific needs in the areas of family engagement and community engagement. The needs identified in PHASE 1 represent the starting point for the process outlined in **PHASE 2: Planning and Preparation**.

Engagement Type	Strengths:	Needs:
Parent		
Family		
Community		

After reflecting on previous outcomes and analyzing data, our LEA/campus needs to strengthen the indicated engagement event(s) and Title III purpose(s).	Engagement Type:	Title III Purpose:
	Parent Family Community	Increase English language skills  Improve academic achievement  Help parents become more active participants in the education of their children

## **CONGRATULATIONS!**

**PHASE 1: Needs Assessment, is completed for the school year.**

Click on the link below to complete PHASE 2-4 of the Planning Tool for each activity your LEA/Fiscal Agent will implement this school year.