



## 2016-2017 Parent Information for PIN and Website

Due by November 1, 2016, each Title I school should have their 2016-2017 school website and Parent/Family Information Notebook (PIN) updated and available to parents.

**2016-2017 Parent/Family Information Notebook (PIN):** keep in the front office in view for parents to have access.

The following 2016-2017 items should be included in this notebook:

1. School Improvement Plan
2. School Parent Involvement Plan & Brochure
3. District TITLE I Parent Involvement Plan & Summary
4. Parent-Student-School Compact
5. School Data/Grade
6. SPAR Report (2016-17 may not be available until late spring)
7. Parent Guide/Code of Conduct
8. Right to Know Letter(s) all languages
9. Parent/Family Resource Centers (Flyers, calendars, etc.)
10. Parent University (Flyers, etc.)

**Other**

11. Copy of Title I and/or District Parent Survey results
12. Information on how parents can be involved/volunteer your school and with their child's education
13. Copies of school newsletters

The 2016-2017 Parent/Family Information Notebook is updated with the required information.

Principal Signature \_\_\_\_\_ Date \_\_\_\_\_

**School Website:** On School's Main Website Page-(Link to School's Title I page)

1. **Link to District Website** add on school's (Main Page) <http://www.polk-fl.net/default.aspx>
2. **Link to District Title I Page** [http://www.polk-fl.net/district info/departments/learning/title1/default.htm](http://www.polk-fl.net/district%20info/departments/learning/title1/default.htm)
3. **District Parent Involvement Plan and Summary** [http://www.polk-fl.net/parents/involvement/documents/PIP\\_16-17.pdf](http://www.polk-fl.net/parents/involvement/documents/PIP_16-17.pdf)
4. **District Parent Involvement Plan Summary** -- in English, Spanish and Haitian Creole can be found at this link – please create links directly to the documents <http://www.polk-fl.net/parents/involvement/titleone.htm>
5. **School Parent Involvement Plan:** Please include the Assurances signed by the Principal with your Plan when it is put on the website.
6. **School Parent Involvement Plan Summary** - English, Spanish, Haitian-Creole
7. **School Parent Compact** - English, Spanish, Haitian-Creole
8. **Right to Know Letter** (all languages)
9. Information and websites about **Parent/Family Resource Centers & Parent University**

**PARENT CENTERS:** [WWW.POLK-FL.NET /PARENTS/INVOLVEMENT/PIRC.HTM](http://WWW.POLK-FL.NET/PARENTS/INVOLVEMENT/PIRC.HTM)

**PARENT UNIVERSITY:** [WWW.POLK-FL.NET /PARENTS/INVOLVEMENT/PLUG.HTM](http://WWW.POLK-FL.NET/PARENTS/INVOLVEMENT/PLUG.HTM)

**Other links you may want to provide on your website**

10. Link to the Parent Guide/Code of Conduct
11. Link to Title I Parent Survey (if applicable)
12. Link to online Free/Reduced Lunch application
13. Link to school volunteer information

Please remove previous year's information and update with current school year. The school website is updated with the required information for 2016-2017.

Principal Signature \_\_\_\_\_ Date \_\_\_\_\_

### **Notify Parents of the PIP, SIP, and SPAR**

Please notify your parents that the following plans/reports are available in ENGLISH, SPANISH, and HAITIAN CREOLE (if applicable) on your school's website and in the front office in the PIN-Parent/Family Information Notebook **School Improvement Plan (SIP)**



1. **Parent Involvement Plan (PIP)**
2. **School Public Accountability Report (SPAR)**

Parents may receive a hard copy of the plan(s) if requested. **This information should be mentioned in your PIP summary brochure.** THE SPAR is data from the previous year and may not be available until after November ...put the most recent copy in the notebook and replace it when a more current copy becomes available. When it is released for the current school year please notify parents and complete the SPAR form.