

Parent Involvement Analysis
School Information Form

Date: _____

To be completed by the principal.

About Your School

District Information

District Name: _____

Superintendent

Name: (circle one - Dr. Mr. Ms. Mrs.) _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Email Address: _____ District Website: _____

District Title 1 Director

Name: (circle one - Dr. Mr. Ms. Mrs.) _____

Position: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Email Address: _____

School Information

School Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

School Website: _____

Principal

Name: (circle one - Dr. Mr. Ms. Mrs.) _____

Phone: _____ Fax: _____

Email Address: _____

Parent Education Facilitator (e.g., Parent Liaison, Parent Coordinator)

Name: (circle one - Dr. Mr. Ms. Mrs.) _____

Position: _____

Phone: _____ Fax: _____

Email Address: _____

School Title 1 Coordinator

Name: (circle one - Dr. Mr. Ms. Mrs.) _____

Position: _____

Phone: _____ Fax: _____

Email Address: _____

School Demographics

Percent of Students by Ethnicity: (Please make sure the percentages equal 100%)

_____ % American Indian/Alaskan Native; _____ % Hispanic;
 _____ % Asian/Pacific Islander; _____ % White, not Hispanic
 _____ % African-American, not Hispanic; _____ % Other

_____ % Percent of Students Qualifying for Free or Reduced Lunch
 _____ % Percent of Students Receiving Special Education (IEP students)
 _____ % School Attendance Percentage
 _____ % School Mobility Percentage
 _____ % Percent of Students that are Limited English Proficient (LEP)
 _____ % Percent of Students Whose Parents Read Spanish but Not English

School Personnel

Indicate the number of staff at your school in each of the following categories:

- Include only personnel who are at least half-time in building
- Include each person only once

_____ Classroom Teachers _____ Special Education Teachers _____ Specials (Art, Music, PE, etc.)
 _____ Assistant Principal _____ Social Worker _____ Technology Specialists
 _____ Dean _____ Family/Parent Liaison _____ Reading Specialists
 _____ Teacher Aides _____ Counselor _____ Other _____
 _____ Support Staff (custodians, clerks, cooks)

School Grade Levels and Enrollment

_____ What grade levels are in your school (e.g. K-8)?

What is the enrollment in your:

_____ Birth to 3 Program (if applicable)?
 _____ Pre-School (if applicable)?
 _____ Grades K and above?
 _____ What is the TOTAL ENROLLMENT in your school?

State Standards Assessment Scores

Please enter the percent of all students (in each grade level that was tested) who scored proficient or better on the most recently available state assessment for each subject area that applies in your state.

School year this test was taken (e.g. 2006-07): _____

Name of Test: _____ Grade Levels Tested: _____

Name of Test: _____ Grade Levels Tested: _____

	K	1	2	3	4	5	6	7	8	9	10	11	12
Reading													
Language Arts													
Mathematics													
Science													

Policies and Programs

Building Block: Policies

1. Please check each of the following that is available in written form:

- | | |
|---|--|
| <input type="checkbox"/> School vision/mission statement | <input type="checkbox"/> Parent guide to school policies, programs |
| <input type="checkbox"/> School improvement plan | <input type="checkbox"/> Homework policy |
| <input type="checkbox"/> Personnel policy handbook | <input type="checkbox"/> Curriculum guide |
| <input type="checkbox"/> Student policy handbook | <input type="checkbox"/> Course/subject syllabi |
| <input type="checkbox"/> District parent involvement policy | <input type="checkbox"/> School parent involvement policy |
| <input type="checkbox"/> Compact | <input type="checkbox"/> Policy for parent visits to classrooms |

Building Block: Shared Leadership

2. Please check the teams, committees, and councils at your school and indicate the frequency with which they meet, typical length of each meeting, and number of parents involved (if any).

CHECK	Meetings Per Year	Hours/Minutes Per Meeting	Number of Parents
<input type="checkbox"/> Building leadership team, site-based team	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Student discipline committee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Student support team to review student progress and recommend placement/support options	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> School council including parent members	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> School improvement team	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Other _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3. Please check the teams, if any, that show how your teaching faculty is organized.

CHECK	Meetings Per Year (per team)	Hours/Minutes Per Meeting	Number of Teams
<input type="checkbox"/> Grade-level (or cluster of grades) teacher teams	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Subject-area (departmental) teacher teams	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4. Does your school have a parent or parent-teacher organization?

If yes, how many times does the organization meet each school year?

If yes, how many parents attend a typical meeting?

If yes, what are the organization's two primary purposes:

1.

2.

5. How many parents in your school would you describe as "very active"?

6. Are parents given the opportunity to participate in athletic boosters organizations?

7. Are parents given the opportunity to participate in music, band or arts boosters organizations?

8. Are parents given the opportunity to participate in fund raising?

Building Block: School-Home Communication

- 9. Y N Does the school provide each teacher with an e-mail address?
- 10. Y N Does the school provide teachers' school e-mail addresses to parents?
- 11. Y N Does the school provide information about student progress (homework, grades, attendance, etc.) to parents via the internet? (For example, with a program such as Edline).
- 12. Y N Are parents given the opportunity for involvement through a report card pick-up day?
- 13. Y N Are parents given the opportunity for involvement through telephone contact from teachers?
- 14. Y N Are parents given the opportunity for involvement through written notes from teachers?
- 15. Y N Are parents given the opportunity for involvement by receiving newsletters?
- 16. Y N Are parents given the opportunity for involvement through contributing to a newsletter?
- 17. Y N Are parents given the opportunity for involvement through a parents' bulletin board?

- 18. Y N Does your school have a Compact that lists the responsibilities of parents, teachers and students?

If yes, how do you inform students about the Compact?

If yes, how do you inform parents about the Compact?

If yes, how do you inform teachers about the Compact?

- 19. Y N Does your school have a written homework policy?

If yes, how does your school inform and educate parents about the homework policy?

If yes, how does your school monitor teachers' adherence to the homework policy?

Building Block: Education

- 20. Y N Does your school provide training for classroom volunteers?
- 21. Y N Does your school provide training for office and support staff to encourage them to provide a welcoming reception for parents and other visitors to the school?
- 22. Y N Does your school inform and educate parents about learning standards?

- If yes, how does your school inform and educate parents about learning standards?
- 23. Y N Does your school library include materials that parents can check out to help them in their role as parents?

24. Please list the parent education programs your school has sponsored in the past year.

Topic: _____ Number of parents present: _____

Topic: _____ Number of parents present: _____

Topic: _____ Number of parents present: _____

25. Which of the following areas of training would be helpful to parents in your school?
Please check all that would be appropriate and helpful in your school:

- Building children's study habits at home
- Encouraging children to read at home
- The family's role in children's sense of respect and responsibility
- Preparing preschool children to begin school
- Advanced training in study skills
- Leadership effectiveness training for parent leaders

26. Which of the following areas of training would be helpful to teachers and staff in your school?
Check all that apply.

- Understanding the role of parents in children's education
- Enlisting the support and assistance of parents
- Effective homework practices
- Teaching study skills and study habits
- Research on the factors that contribute to children's learning

Building Block: Connection

27. Y N Does your school hold an open house?

_____ If yes, about what percent of students have a parent present at the open house?

28. Y N Does your school host parent-teacher conferences?

_____ If yes, how many times each school year?

_____ If yes, about what percent of students have a parent who attends?

Y N If yes, are students expected to attend?

Y N If yes, are some conferences "student-led"?

29. Y N Has your school held a family night in the past year?

_____ If yes, how many family nights have you held in the past year?

_____ If yes, about what percent of students had a parent present at one or more family nights in the past year?

30. Y N Are parents given the opportunity for involvement through home visits by teachers?

31. Y N Are parents given the opportunity for involvement through home visits by other staff or volunteers?

32. Y N Are parents given the opportunity for involvement through observation of classroom activities?

33. Y N Are parents given the opportunity for involvement through the provision of a parents' room?

34. Y N Are parents given the opportunity for involvement by being classroom volunteers?

35. Y N Are parents given the opportunity for involvement by being office volunteers?

36. Rank in order from “1” to “7” the following types of parental involvement according to their importance to you. Place a “1” next to the most important, a “2” next to the second most important, etc.

Parental involvement with:

_____ their own children at home in ways that encourage the children’s learning and success at school

_____ other parents in ways that encourage a community sense of guiding and looking out for each others’ children

_____ other parents in ways that teach those other parents to encourage their children’s learning and success at school

_____ school governance, i.e. councils and decision-making committees

_____ school support, i.e. classroom volunteers, chaperones, office volunteers

_____ fund raising

_____ youth organizations, i.e. Boy Scouts, Girl Scouts, Boys and Girls Clubs, etc

37. Please list and describe the three “signature” programs or services offered by your school that most contribute to its students’ success:

A.

B.

C.