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**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**

**The 2016-2017 Parent/Family Information Notebook is updated with the required information. Principal Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_**

1. Copy of Title I and/or District Parent Survey results
2. Information on how parents can be involved/volunteer at your school and with their child’s education
3. Copies of school newsletters

**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
3. **District Parent Involvement Plan and Summary**  <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**

**PARENT UNIVERSITY: WWW.POLK-FL.NET /PARENTS/INVOLVEMENT/PLUG.HTM**

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

**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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. Link to the Parent Guide/Code of Conduct
2. Link to Title I Parent Survey (if applicable)
3. Link to online Free/Reduced Lunch application
4. Link to school volunteer information

**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.