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| ***Share Your Story - Effective Parent and Family Engagement (PFE)*** | | |
| This case study form is provided by the Title I, Part A and Learning Assistance (LAP) department at the Office of Superintendent of Public Instruction (OSPI) to gather descriptive information from K-12 schools on specific PFE strategies (i.e., larger LEA-wide initiatives or smaller projects involving one or more classrooms) that have helped to increase student academic outcomes.  Use this for activities that were funded with federal or state dollars *as well as* projects that were supported by local or other funding sources.  **Next steps:**   1. Complete all questions and save this document for your records. 2. Email completed form to [Title1a@k12.wa.us](mailto:Title1a@k12.wa.us) 3. Story review by OSPI staff 4. Selected stories will be highlighted in the PFE newsletter and on the Title I, Part A PFE Website. | | |
| **General Information** *(Replace the gray text with your specific data and narrative.)* | | |
| 1. LEA Name: | | LEA |
| 1. School Name | | School |
| 1. Project Contact: | | First Name, Last Name, Position Title |
| 1. Project Contact Email: | | Your Email Address |
| 1. Brief Project Description: | | Write a brief project description in 100 - 150 words. Think about the key message or idea you want to convey about this project. (This is your elevator speech.) |
| 1. Demographics: | | Description of the population served (include number of students) |
| 1. Which funds, if any, helped to support the project?  (Check all that apply) | | ESSA Title I, Part A (Parent and Family Engagement)  Learning Assistance Program (LAP)  Other - please specify:  This project was (partially or fully) funded by local dollars. |
| 1. Grades impacted: | | Indicate all grade levels impacted by your PFE activities. |
| 1. Content areas reached with your PFE activities: | | ELA Math Science Social Studies Arts Other  If Other, please specify |
| **Initial Planning and Implementation – Sharing Your Story** | | |
| 1. The Setting | Give your audience a sense of place. Is it an urban, rural, or suburban setting? Is it technology rich or barely equipped? Help others to imagine where you’re coming from. | |
| 1. The Plot | What was the biggest planning challenge? What happened that was compelling? What was the source of tension or catalyst for change? How did you overcome these challenges? | |
| 1. Key Characters | Describe the people involved in the project and why they were important to the story. | |

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| **Evaluating Effectiveness** | |
| 1. Describe how this project supported effective academic outcomes. | **How did this project support effective parent and family engagement practices, and led to increase student academic outcomes?** |
| 1. Which of the following instruments are you using to collect data?   (Check all that apply.) | LEA or School Observation Tool  LEA or school Educator Survey  LEA or school Student Survey  OSPI’s PFE Surveys  Other: We are using instruments that have been developed by other organizations:      .  Other: We have developed our own local, site-specific instruments internally. |
| 1. List any known gains in student achievement and how you measured them. | **Outcomes (quantitative and qualitative):** Were there any student achievement gains? Other outcomes? How did you measure them?   1. **Participation** 2. **Parent empowerment to support student academic life at school and at home** 3. **Student achievement gains** |
| 1. Identify the essential conditions necessary for success of your project. | **What were the essential conditions that made this project successful?** |
| **Making Improvements** | |
| 1. How would you change the way you **implement** this project in the future? | Implementation changes |
| 1. How would you change the way you **evaluate** this project in the future? | Evaluation changes |
| **Sharing the Benefits** | |
| 1. Sustainability Plans: | Please describe any sustainability plans (school/LEA) to allow for continued implementation of PFE strategies once funds or key people are no longer available. |
| 1. Recommendations for other schools: | **What recommendations do you have for other LEAs interested in replicating your project?** |