



Orange County Public Schools

Date: January 19, 2023
To: All Title I Principals
From: Kimberly Gilbert, Senior Director
Federal Programs
Mariel Milano, Director
Parent and Family Engagement

Recipients: All Title I staff

Subject: Title I PFE Modules

There are district and public-school ESSA requirements for parent and family engagement.

District Level Requirements (section 1116(a) of ESSA)

- Build the capacity of schools in planning and implementing effective parent and family involvement activities to improve student academic achievement and school performance. (section 116(a)(2)(B))

Public School Level Requirements (section 1116(b) of ESSA)

- Educate teachers, specialized instructional support personnel, principals, and other schools leaders, and other staff, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school. (section 1116(e)(3))

To meet these requirements the district provides Parent and Family Engagement modules to all Title I staff members annually. Historically, these were provided as voiceover PowerPoints presented during Wednesday staff meetings. To minimize the effort needed by schools to monitor and deliver training, the content was migrated to a self-paced Canvas course in August 2022. This requires less time but still meets the required compliance effort. Last Fall, all staff members assigned to Title I schools received notification that the modules are available on Canvas. All Title I school staff members were automatically enrolled in the Title I PFE Canvas course which contains two very brief modules. In order to comply with Florida Department of Education requirements, please complete **Module 1 by February 1, 2023, and Module 2 by April 26, 2023**. Employees should complete these modules during the duty day.