

Family and Community Engagement Planning Worksheet

The following worksheet is a tool to help schools write an effective family engagement plan. The user can utilize the worksheet to identify key planning components including school activities aligned with district goals, target audience, resources and timeline.

To use the tool:

1. Review district goals and write goals on the worksheet.
2. Identify and fill in a school goal that supports the district goal.
3. Create family engagement activities that will address an expressed need and logically supports reaching the district goal.
4. Complete all planning components for each activity.
5. Copy information into the Ohio Improvement Plan or other district planning process.

***Note:** The district goals are taken from the Ohio Improvement Process, Decision Framework. The goals on each sheet can be changed to fit local districts planning processes.

Family and Community Engagement Worksheet

District/School: _____

Group/Committee: _____

Date initiated: _____

District Goal 1: Student Performance (Reading) : _____

_____ ***Decision Framework Level I**

School Goal for Student Performance (Reading) : _____

Family Engagement Action Step/Strategy	Description	Which families will be engaged? (Universal, Targeted or Intensive)	Evaluation How will you know you are successful?	Date(s), Time(s)	Resources Community partners, school personnel, funding, etc.

Family and Community Engagement Worksheet					

District/School:

Group/Committee:

Date initiated:

District Goal 2: Student Performance (Math) : _____

_____ *Decision Framework Level I

School Goal for Student Performance (Math) : _____

Family Engagement Action Step/Strategy	Description	Which families will be engaged? (Universal, Targeted or Intensive)	Evaluation How will you know you are successful?	Date(s), Time(s)	Resources Community partners, school personnel, funding, etc.

Family and Community Engagement Worksheet

District/School: _____

Group/Committee: _____

Date initiated: _____

District Goal 3: Climate : _____

_____ *Decision Framework Level IIIB

School Climate : _____

Family Engagement Action Step/Strategy	Description	Which families will be engaged? (Universal, Targeted or Intensive)	Evaluation How will you know you are successful?	Date(s), Time(s)	Resources Community partners, school personnel, funding, etc.

Family and Community Engagement Worksheet

District/School: _____

Group/Committee: _____

Date initiated: _____

District Goal 4: Family Engagement : _____

_____ *Decision Framework Level IIIC

School Goal for Family Engagement : _____

Action Step/Strategy	Description	Which families will be engaged? (Universal, Targeted or Intensive)	Evaluation How will you know you are successful?	Date(s), Time(s)	Resources Community partners, school personnel, funding, etc.

Family and Community Engagement Worksheet

District/School:

Group/Committee:

Date initiated:

District Goal 5: Family Engagement : _____

*Decision Framework Level IIIC

School Goal for Family Engagement : _____

Action Step/Strategy	Description	Which families will be engaged? (Universal, Targeted or Intensive)	Evaluation How will you know you are successful?	Date(s), Time(s)	Resources Community partners, school personnel, funding, etc.

Notes: