

Stakeholder Engagement Participation Meeting Checklist

Career Technical Planning District:		
Date:	<input type="checkbox"/> Hybrid/Virtual <input type="checkbox"/> Face-to-Face <input type="checkbox"/> Survey	<input type="checkbox"/> Student-Led Feedback <input type="checkbox"/> Data Dashboards <input type="checkbox"/> Other
Participants:	List participants or provide an attachment.	

Stakeholder Engagement Requirements:

Career-technical planning district demonstrated stakeholder engagement throughout the year.

Stakeholder Identification

- What stakeholder group do you identify with? (Select all that apply)
 - Student
 - Parent or Guardian
 - Teacher or Educator
 - Employer or Industry Representative
 - Community Member
 - Workforce Development Organization
 - Other (please specify)_____

- Do you advocate for or represent any of the following special population student groups as defined by Perkins V? (Select all that apply)
 - Economically disadvantage students
 - Student with disabilities
 - Non-traditional students
 - English learners
 - Homeless students
 - Foster youth
 - Students who are single parents
 - Youth with a parent who is a member of the armed forces and deployed

Stakeholder Engagement Documentation Checklist

Agendas & Attendance

- Meeting agendas saved
- Attendance records/sign-in sheets collected
- Purpose of engagement clearly documented

Meeting Summaries/Notes

- Key discussion points summarized
- Decisions and feedback noted
- Breakout group notes, polls, or feedback stations included

CLNA Section Summaries

- Data and stakeholder input linked to each CLNA section
- Brief written summary prepared for monitoring reference

Stakeholder Feedback

- Raw input saved (surveys, focus group notes, digital submissions)
- Summarized input compiled
- Documentation shows how feedback informed needs

Resources

[FY2025 Perkins Monitoring Guide](#)

[Navigating Perkins Monitoring System](#)

[Perkins Monitoring Timeline](#)

[Perkins V Monitoring Cycle of Subrecipients](#)

[Perkins Risk Assessment Guidance](#)

[Perkins V: Best Practices for Stakeholder Engagement](#)