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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
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.
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| **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 [ ] OtherIf 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**
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| 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?**  |