



TRENTON PUBLIC SCHOOLS

TRENTON, NEW JERSEY

Coordinated ESEA Support for Parents as Partners in Academic Achievement
High Quality Workshops and Programs to Engage Parents/Families in Support of Academic Achievement, K-12

Please complete and submit with requisition and quote (s) per District Purchasing Manual and within established timelines. The TBOE Purchase Order confirms the obligation of funds. Refer to and adhere to Internal Control Guidelines for purchasing under federal grants. Submit for approval to Carmen Reyes, Office of Grants and Funded Programs.

PART I: Complete for supplies purchased under ESEA Parent Supply/Educational Materials

1. Name of Event
2. School/Department
3. Principal's/Administrator's Signature
4. Contact Name and Email
5. Date (s) of Event (s)
6. Anticipated Number of Participants
7. Parents/Family: Staff: Community/Others:
8. Grade Levels Involved
9. Supply Vendor:
10. Contact Info:
11. Total Cost: \$
12. Attach Quote (s)

13. Brief description of how the supplies are used to supplement this parent training/workshop event (s).

List the objective (s) of the parent training, event and attach agenda with the date and name of event.

14. Is the training is being held in conjunction with another activity? Yes No
15. Name the activity:

16. Is this parent training documented in the District or School Plan? Yes No

17. How was this event advertised? Check all that apply. Attach evidence as appropriate.
School Website** District Website**
Flyer/Invitation/Poster** Other**
Principal/Administrator Outreach Title I Climate and Culture Leader
Robo Call Title I Literacy and/or Mathematics Leader
School Parent Liaison Outreach** Title II District PD Teacher (s) Title II District Instr. Tech Teacher
Newsletter ** Bilingual/ESL Supervisor (Title III District Administrator)

PART II: To be completed by Office of Grants and Funded Programs For office us only
Date Received By Whom
Date forwarded to Grants Accountant for verification of funds
Approved by Administrator for total cost not to exceed \$ Yes No
Signature, Grants and Funded Programs Date:
Date returned via email to school contact for completing Part III and filing

PART III ESEA Monitoring and Evaluation: Complete after parent training/event. Attach all applicable documents to this checklist and maintain in the ESEA Parent Involvement School Binder. Keep binder/s on file in school office for at least three years.
Sign-in sheets including date and name of event Participant survey or evaluation of training and summary
Relevant handouts presented during event Purchase Order copy of receipt

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Please complete and submit with requisition and Aramark quote prior to initiating food (catering or miscellaneous food) purchasing process and within established timelines. The TBOE Purchase Order confirms the obligation of funds. Refer to and adhere to Internal Control Guidelines for purchasing under federal grants. **Submit for to Carmen Reyes, Office of Grants and Funded Programs.**

PART I: Complete for ALL events when food will be purchased.	
1. Name of Event	3. Principal's/Administrator's Signature
2. School/Department	
4. Contact Name and Email	5. Date & Time of Event
6. Anticipated Number of Participants Parents/Family: _____ Staff: _____ Community/Others: _____	7. Grade Levels Involved
8. Food Catering Vendor: ARAMARK 9. Approved Miscellaneous Food Vendor Name: Contact Info:	10. Total Cost: \$ 11. Quote Attached (circle): YES NO
12. Will RSVP be requested? <input type="checkbox"/> Yes <input type="checkbox"/> No	
13. Will this food be purchased for a parent training? <input type="checkbox"/> Yes <input type="checkbox"/> No	
14. Is this training documented in the District or School Plan? <input type="checkbox"/> Yes <input type="checkbox"/> No	
15. Is the training is being held in conjunction with another activity? <input type="checkbox"/> Yes <input type="checkbox"/> No	
16. Name the activity:	
17. List the objective (s) of the training, event and attach agenda with the date and name of event.	
18. How was this event advertised? Check all that apply. **Attach evidence as appropriate.	
<input type="checkbox"/> School Website** <input type="checkbox"/> District Website** <input type="checkbox"/> Flyer/Invitation/Poster** <input type="checkbox"/> Other** _____ <input type="checkbox"/> Principal/Administrator Outreach <input type="checkbox"/> Title I Climate and Culture Leader <input type="checkbox"/> Robo Call <input type="checkbox"/> Title I Literacy and/or Mathematics Leader <input type="checkbox"/> School Parent Liaison Outreach** <input type="checkbox"/> Title II District PD Teacher (s) <input type="checkbox"/> Title II District Instr. Tech Teacher <input type="checkbox"/> Newsletter ** <input type="checkbox"/> Bilingual/ESL Supervisor (Title III District Administrator)	
PART II: To be completed by Office of Grants and Funded Programs For office us only	
Date Received _____	By Whom _____
Date forwarded to Grants Accountant for verification of funds _____	
Approved by Administrator for total cost not to exceed \$ _____ <input type="checkbox"/> Yes <input type="checkbox"/> No	
Signature: _____, Grants and Funded Programs Date: _____	
Date returned via email to school contact for completing Part III and filing _____	
PART III ESEA Monitoring & Evaluation: Complete after parent training/event. <u>Attach all applicable documents to this checklist and maintain in the ESEA Parent Involvement School Binder. Keep binder/s on file in school office for at least three years.</u>	
<input type="checkbox"/> Sign-in sheets including date and name of event	<input type="checkbox"/> Participant survey or evaluation of training and summary
<input type="checkbox"/> Relevant handouts presented during event	<input type="checkbox"/> Purchase Order copy of receipt