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| --- | --- | --- | --- | --- | --- | --- |
| Z:\LogosImages\Official Logo 2020-21\2020-21 Official Statewide Logo for publications.png | **Summary: Parent and Family Engagement GROUP Meeting or Event**  ***(Other than PAC)***  METS Program:  Date: | | | | | [space for METS logo] |
| **LOCATION:** |  | | | |
| **ATTENDANCE:** | # Parents: | # Children: | # Staff: | # Volunteers: |

|  |  |  |  |
| --- | --- | --- | --- |
| **Objective/Learning Target** | **Connection to Theory of Action**  Subject Content and Instruction  Identity Development  Advocacy to Self-Advocacy | **Brief Description**  of the Activity related to each Objective/Learning Target | **Outcome(s)**  What did Parents or Families learn or gain as a result? |
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|  |  |  |  |

*(Add rows for additional topics)*

**Additional Comment:**

***Annual New York State ESSA-Funded Programs Complaint Procedures:***

* The parent brochure, “NYS-MEP Parent and Family Engagement Plan,” provides information and a link to the Complaint procedures
* The procedure and link were shared **with PAC Parents or at a non-PAC Parent** meeting **since September 1st**:

Today Previously (Date): \_\_\_\_\_\_\_\_\_  Planned (Date) : \_\_\_\_\_\_\_\_\_

**Documentation for Reducing Barriers to Parent and Family Participation**

* Making a commitment to equitable parent and family engagement, the NYS-MEP seeks to reduce barriers and to make it easier for migratory parents to participate in State PAC meetings.

**A copy of every document used, is filed electronically and/or with hardcopy in the METS Office.**

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| --- | --- | --- |
| **Meeting conducted in a format and language understandable to the parents and families** |  | **Send to TASC:** |
| Copy of **Agenda for Parents** to use in each language used by parents in this METS:  English Spanish  Karen Burmese  Other: | Copy of this Summary  Copy of Agenda in each language used |
| Copy of the Invitation/Flier in each language used by parents in this METS:  English Spanish  Karen Burmese  Other: |
| Copy of Handouts given to Parents in the following language(s):  English Spanish  Karen Burmese  Other: |

|  |
| --- |
| **Brief description of steps taken to reduce barriers and provide effective access to the meeting** |
| **Meeting Time Convenient to Parents** |
| **Activities for Children Provided so Parent can Attend In-Person Meeting** |
| **Transportation** |
| **Other:** |

*(Add rows for additional barriers anticipated and addressed)*

**Other Meeting Documentation:**

Parent/Family Attendance documented and filed in the METS Office electronically and/or with a hard copy.