

PLEASE ALLOW UP TO 2-4 WEEKS FOR APPROVAL

Title I Parent and Family Engagement Fund Planning Sheet

This form **MUST** be completed, signed and attached to ALL Parent Involvement requisitions in MUNIS

School Name: _____ Purchase Coordinator: _____

Name of Purchase: _____ Location: _____

Date: **(of Event)** _____ Bookkeeper: _____ ext. _____

Please explain the type(s) of purchase(s) you are making (Check all that apply):

- Refreshments (Food Request Form MUST be completed in ADDITION to this page)
- Manipulatives
- Technology
- Speaker/Presenter
- Books
- Other: (Please Explain)

Eligibility Questionnaire:

1.	Does this purchase enhance student achievement levels?	
2.	Is this purchase responsive to parent input and feedback?	
3.	Does this purchase support an extracurricular activity (band, clubs, sports, etc.) – answer should be NO to use PI Funds?	
4.	Does this purchase support the engagement and education of ALL parents including ESL, homeless, foster care and economically disadvantaged parents?	
5.	Is this purchase aligned with the Comprehensive School Improvement Plan?	
6.	Does this purchase support meaningful two-way communication and/or education of parents and families?	

Description of Purchase (please include the purchase amount):

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Rationale for Purchase:

How will this purchase contribute to the **education** of parents/families/caregivers so that they are better prepared to help their student(s) at home? **What will parents/caregivers/families learn?**
OR How will this purchase **help overcome a barrier to participation?**

Does this purchase accompany a parent and family engagement event?

If NO, skip this portion, sign below and submit to:
JCPS.PFE-Forms@jefferson.kyschools.us

If YES, please complete the remaining portions of this form (If you purchase food, you must also complete the Food Request Form):

Date of event:

Event Time and Duration:

Will teachers be paid to work this event?

Number # of teachers who will be paid to work this event:

Rationale for Event: **What will parents/caregivers/families learn as a result of your event?**

Agenda: (if necessary, please paste your agenda below and attach your original agenda in MUNIS)

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By signing, I acknowledge the request to use funds from code 310xx

Principal Signature: _____ Date: _____

Bookkeeper Signature: _____ Date: _____

Title I Signature: _____ Date: _____

Please complete and submit to JCPS.PFE-Forms@jefferson.kyschools.us

Once you receive approval, attach to requisition in MUNIS.

If you have any questions, please contact Chrystal Hawkins at 502-485-6285 or Karen Moore at 502-485-6605