 Parent Involvement Notebook (PIN) Checklist

Site Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Month\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* PIN checklist
* Parent committee meeting items
  + Three parent committee meeting notices
    - 1st notice
    - 2nd notice
    - 3rd notice
  + Copy of parent committee agenda
* Training completed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
  + Copy of parent committee minutes
* Staff signature
* Chairperson/parent signature
  + Copy of handouts, trainings, brochures and information given out at parent committee
  + Copy of parent committee sign in sheet
* Policy Council –notification on where to locate all information for PC meeting.
* Monthly newsletter
* Agency workshops/training notices and/or flyers
  + Education handouts
  + Family service handouts
  + Health handouts
  + Nutrition handouts
* Parent Activities Events/ Days
  + Flyers/Invitations
  + Trainings completed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
  + Field trip request
  + Bus and pedestrian training