

# Principal Checklist for Parent Coordinators

Becoming familiar with the following resources and requirements will help ensure your parent coordinator has all the information to support your school's family engagement work.

**Make sure your parent coordinator (PC)...**

**Checks DOE-issued email** – Parent coordinators often use personal or school based emails. Make sure they use their DOE email ([@schools.nyc.gov](mailto:@schools.nyc.gov)) for information from FACE, other DOE departments or City agencies.

**Reads the PC newsletter** – Parent coordinators receive a bi-weekly newsletter, [Parent Coordinator Connections](#), at their DOE-issued email account. With news on everything from professional development opportunities to citywide parent events and other important dates for families, Parent Coordinator Connections is the best way for PCs to stay up-to-date with what's going on. Principals may sign up for the newsletter [here](#).



**Signs up for the Parent Coordinator Community website** – Parent coordinators have their own community website with excellent resources, including a discussion forum and event information. PCs can [log in](#) using their DOE email ([@schools.nyc.gov](mailto:@schools.nyc.gov) - required) and the code: PCNYC1025.



**Registers for PC professional developments** – Parent coordinator professional developments are announced in the PC newsletter and the PC community website.

**Maintains current information on parent leaders** – The [School Parent Leader Contact Information](#) system is where your school must maintain information on elected parent leaders.

The following are key compliance deadlines:

- Conduct PA/PTA Elections - September 30
  - Submit Election Results - October 21
  - Submit SLT Information - October 21
- Hold Annual Title I Parent Meeting - October 31

**Shares PA/PTA and SLT information** –

Parent coordinators should encourage parents to participate in their PA/PTA and run for office. To help families learn more about these groups, they should use [this page](#) and the brochures on [PA/PTAs](#) and [School Leadership Teams \(SLTs\)](#).

**Submits monthly Parent Coordinator Activity Reports (PCAR)** – Data from the DOE's [Parent Coordinator Activity Reports](#) is published in the annual [Mayor's Management Report](#) as a measure of parent engagement in our schools. Reports are due monthly, by the 15<sup>th</sup> of the following month.



Principals and parent coordinators automatically have access to the portal. Other staff members can be designated in Galaxy to input the Parent-Teacher Conference attendance as outlined in this [memo](#).

**Makes Achieve NYC available to all parent** – The 2016-17 [Achieve NYC](#) is a comprehensive parent guide that is available in 10 languages and should be distributed at the beginning and throughout the school year. In addition, the corresponding [Back to School Basics](#) webpage is a one-stop-shop of resources for PCs and families.



**Has access to a cellphone or BlackBerry** – For information on parent coordinator cellphones, including how to obtain new or replacement cellphones, [review this memo](#) or contact [DOESMS@schools.nyc.gov](mailto:DOESMS@schools.nyc.gov).

**Have more questions?** Email [FACE@schools.nyc.gov](mailto:FACE@schools.nyc.gov) or Call (212) 374-4118  
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