

# Policy Council Representative Notice and Verification Form



Complete by November 1st (or as soon as possible after elections are held and throughout the year as needed).

**MINIMUM:** Each subcontractor elects at least 2 Parent Representatives. If the subcontractor has both state and federal funds from PSESD Early Learning, 1 parent should be elected from each funding source.

**MAXIMUM:** Subcontractors may elect additional Parent Representatives from unrepresented sites or if there is a site with more than 94 PSESD Early Learning slots, up to the number of Parent Representatives in the "Maximum", as noted on the [Policy Council Composition Chart](#).

Center: \_\_\_\_\_ Site: \_\_\_\_\_

Family Support Staff Name: \_\_\_\_\_

## Elections were held and a Parent Representative was elected

**Program:**

- Head Start
- ECEAP
- Early Head Start

**Model:**

- Part Day (320-595 Hours)  Home-Based
- Full School Day (1020 Hours)
- Extended Full Day (Open 10+ hours per day)

Parent Representative Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City & Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Home Language: \_\_\_\_\_ Interpreter needed at meetings?  Yes  No

Food Allergies: \_\_\_\_\_

Accommodations needed: \_\_\_\_\_

When was this parent elected by your center/site parent committee? \_\_\_\_\_

**You must keep documentation on file of this election (e.g. meeting minutes) in your center's/site's Family Engagement Binder.**

## Elections were held and no Parent Representative was elected

Policy Council video was shown:  Yes  No Policy Council brochures were distributed:  Yes  No

Date elections were held: \_\_\_\_\_

If elections were held and no parents were nominated or interested in running, please explain your plans for continued Policy Council recruitment:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Current Policy Council Parent Representatives are available to speak at site parent nights in several languages or with interpreters. Contact Quincy Stone ([qstone@psed.org](mailto:qstone@psed.org)) for scheduling.

Submit this form to Cameryn Ariola-Moku: [cariola\\_moku@psed.org](mailto:cariola_moku@psed.org)

