

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

Parent Representative Name _____

Child's Name _____

Program:

- Head Start
- ECEAP
- Early Head Start

Model:

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

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) for scheduling.

Submit this form to Cameryn Ariola-Moku: cariola_moku@psed.org

