

Student-Parent Involvement Activity Form

Return completed form to the CE's SNP office.

School/Site: _____ Date: _____

Date of Activity: _____

Description of Activity: _____

Students—Number Involved: _____

Adults—Number Involved: _____

Comments: _____

Person Completing Form _____

Date Received in Contracting Entity's School Nutrition Program Office: _____

Directions: Student-Parent Involvement Activity Form

Purpose

This form is intended to be used to document student/parent involvement. The form should be completed by a CE staff member.

Directions for Completing Form

General Information

- **School/Site:** Record the name of the school/site where the activity took place in the designated space.
- **Date:** Record the date this record was completed in the designated space.
- **Date of Activity:** Record the date the activity took place in the designated space.

Detailed Information

- **Description of Activity:** Record a brief description of the activity event(s) in the designated space.
- **Students—Number Involved:** Record the number of students involved in the activity in the designated space.
- **Adults—Number Involved:** Record the number of adults involved in the activity in the designated space.
- **Comments:** Use this area to record comments about the activity such as effective strategies, lessons learned, or positive outcomes in the designated space.

Signatures

- **Person Completing Form:** Record the name of the person completing the form in the designated space.
- **Date Received in Contracting Entity's School Nutrition Program Office:** Record the date the form was received in the designated space.

Use This Form	
Frequency	As needed
Required Form Format	Use this form or a similar reporting instrument.
Record Retention	Completed forms kept onsite and made available on request. State Board of Education policies require public and charter schools to maintain records for a period of five years. Private schools and RCCIs maintain records for three years.