

Title I-A Annual Meeting and Notification Requirements

**Keep sign in sheets and agendas for all meetings and send these to the Federal Programs Director to keep on file.

Things to consider:

- Give parents plenty of notice about the meeting;
- Connect the meeting with another activity;
- Provide food and child care.

Date

Sign-in sheet – have all parents sign-in

1. Purpose of the Annual Meeting – to inform parents of their school’s participation in Title I and to explain the requirements of Title I and the rights of parents to be involved
2. What it means to be a Title I school
 - a. Schoolwide/Targeted assistance
 - i. Funding amount
 - ii. Program services
 1. How students are identified for services
 2. Areas in which students receive services
 3. How often – minutes a day and days a week
 4. Who provides the services
 5. What students are missing when receiving Title I services
3. Parent Notifications
 - a. Student achievement – annual report on the level of achievement of the parent’s child in each of the State academic assessments
 - b. Teacher and paraprofessional professional qualifications – annual notification from the LEA to parents of *all* children in *all* Title I schools of the right to request and receive timely information on the professional qualifications of their children’s classroom teachers; specific sample questions parents may ask of the professional qualifications must be included in the notification
 - c. Non-highly qualified teachers – timely notice that the parent’s child has been assigned to or taught for four or more consecutive weeks by a teacher who is not highly qualified
 - d. For priority(turnaround) and focus (rapid improvement) schools, parents must be notified of extended learning time or enrollment options
4. Parent Involvement
 - a. Annual informational meeting to explain the Title I program to inform parents about the school’s participation in Title I, explain the requirements of Title I, and parents’ right to be involved
 - b. School level parent involvement plan – disseminated annually and periodic review with full parent involvement; specific requirements:
 - i. Annual meeting;
 - ii. Flexible number of meetings;

- iii. Involve parents in ongoing and timely way in planning, review, and improvement of Title I programs;
 - iv. Provide timely information about the Title program, i.e. describe the curricula, student assessments and proficiency levels, prompt response to parent suggestions; regular meetings to obtain input, opportunity to submit dissenting views to the LEA if school's program is not acceptable
 - c. LEA parent involvement policy – disseminated annually and reviewed annually, with parent input, to determine whether the parental involvement plan increased the academic quality of the school; specific requirements
 - d. School-parent compact – developed jointly with parents; annually disseminated; specific requirements:
 - i. Schools responsibility:
 - 1. offer high quality curriculum in supportive and effective learning environment
 - 2. ongoing communication between teachers and parents: at least annual conference; frequent reports to parent on child's progress; and reasonable access to staff with opportunities to volunteer and observe in classroom
 - ii. describe ways parents can be supportive of their children's learning
 - e. Building capacity for parents to be involved
 - i. Program information for parents
 - ii. Materials and training to help parent work with their children to improve achievement, such as literacy training, technology training
 - iii. Education educators to include teachers, pupil services personnel, principals, etc. with assistance of parents to build ties between parents and the school
 - iv. Preschool coordination, to the extent feasible and appropriate coordinate and integrate parent involvement programs with Head Start and other preschool programs
 - v. Communicate in format and, to the extent practicable, in a language parents can understand
 - vi. Other reasonable support for parental involvement activities as parents may request
 - f. Parent Involvement Set-aside in the Consolidated Federal and State Grant Application (CFSGA)
 - i. Amount
 - 1. set-aside is not required of LEAs with a Title I-A allocation of less than \$500,000
 - 2. at least 95% of the set-aside must be distributed directly to schools – the LEA distributes the parent involvement funds to schools at their discretion
 - ii. Process for parents to give input in ideas for the set-aside