

## Required Components: Annual Parent Meeting for Title I Schools

Each year, schools served by Title I programs are required to host a meeting for parents to explain what the Title I program is and how parents can become involved in the Title I program. This is different from the annual evaluation districts are required to conduct with parents and family members of children served by Title I programs. A school district may hold a meeting for parents and family members to review and improve the content and effectiveness of the Title I school district policy.

The following issues must be addressed at the Annual Parent Meeting:

- Inform parents of their school's participation in Title I (whether the program is Schoolwide or Targeted).
- Explain Title I requirements (Schoolwide or Targeted, whichever is applicable).
- Explain what participation in Title I programming means, including:
  - a description and explanation of the school's curriculum;
  - information on the forms of academic assessment used to measure student progress; and
  - information on the achievement levels of state academic standards that students are expected to meet.
- Explain the district Parent and Family Engagement Policy, School Parent and Family Engagement Policy, and School-Parent Compact.
  - Explain how parents and family members can be involved in planning, reviewing, and improving the school and district policies and the Schoolwide program plan.
- Explain the right of parents to become involved in the school's programs and ways to do so.
- Explain that parents have the right to request regular meetings with school staff to offer suggestions and to participate, as appropriate, in decisions about the education of their children. The school must respond to any such suggestions as soon as practicably possible.

In order to keep parents informed, schools must invite all parents of children participating in Title I Part A programs and encourage them to attend. In a Schoolwide program, this means ALL parents should be invited; in a Targeted Assistance program, just those parents with children participating in Title I should be invited.

In addition to the annual Title I parent meeting, schools must also offer a flexible number of additional meetings to encourage parent and family engagement. Meetings should be held at a time convenient for parents and family members to attend, such as in the morning or evening. Schools may use Title I funds to provide parents and family members with transportation, child care, and light refreshments to encourage attendance at these meetings or to conduct staff visits to homes of parents.

Schools should be able to document the annual parent meeting with minutes, agendas, sign-in sheets, etc. School staff may want to do more than the law requires for this meeting, especially if meeting attendance is low.