



Title I Annual Meeting Sample Template

[School Name]

[Date] [Time] [Location]

Agenda

- What is a Title I school?
- What is our school's Title I program?
- What curriculum does our school use?
- How will I know how my child is progressing?
- What is the process for schools in communicating with parents?
- How will the school engage parents and families in the Title I program?
- What are my rights as a parent/guardian of a Title I student?
- How can I get involved?

What is a Title I school?

Title I, Part A (Title I)

What is our school's Title I program?

- Describe the Targeted Assistance program or Schoolwide Program
- If Targeted Assistance, include information about how students are identified for services
- If Schoolwide, discuss identified areas of need schoolwide, chosen strategies to address these needs, and provide the link to the Schoolwide Program Plan that is posted on the school's website
- Discuss how Title I funds are spent at the school

What curriculum does our school use?

- Describe the curriculum that will be used, including any supports provided specifically to eligible students in a Targeted Assistance program.
- Share any helpful resources or events that assist parents with the education of their children.

How will I know how my child is progressing?

- Describe types and frequency of summative and formative assessments to monitor student achievement.
- Provide information about the progress reports that parents/guardians will receive.

What is the process for schools in communicating with parents/guardians?

- Communication is a two-way process. The school should share the ways they systematically share information and opportunities with families.

How will the school engage parents and families in the Title I program?

- x Describe school's Title I parent and family engagement policy and share the link to the policy. Include any parent resource websites, handbooks, or calendar of events that reference Title I funded activities.
- x Share information about how parents/guardians can participate in the required annual evaluation of the content and effectiveness of the parent and family engagement policy in improving the academic quality of all Title I schools, including identifying:
 - barriers to greater participation by parents in activities authorized by this section (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background);
 - the needs of parents and family members to assist with the learning of their children, including engaging with school personnel and teachers and
 - strategies to support successful school and family interactions;
- x Share and discuss the school-parent compact.
- x Share the amount of funds that will be used for parent and family engagement at the school and discuss how and when can parents participate in determining how the funds will be used.

What are my rights as a parent/guardian of a Title I student?

- x Provide instruction on how parents/guardians can request the qualifications of their child's teacher or teaching assistant
- x Inform parents/guardians that they will receive notice if their child is taught by a teacher that is not appropriately certified for 4 or more weeks
- x Inform parents/guardians that they will receive regular progress reports on their child
- x Inform parents/guardians that they have the right to request opportunities for regular meetings with staff in order to make suggestions
- x Inform parents/guardians that they have the right to participate in decisions relating to the education of their child

How can I get involved?

- x Volunteering opportunities
- x Decisions and planning on how to use Title I school parent and family engagement funds
- x