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# REQUIRED COMPONENTS: TITLE I, PART A ANNUAL MEETING

Each year, schools served by Title I, Part A programs are required to host a meeting for parents to explain what the Title I, Part A program is and how parents can become involved in the Title I, Part A program. This is different from the annual evaluation districts are required to conduct with parents and family members of children served by Title I, Part A 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 Title I, Part A Annual Meeting:

- Inform parents of their school's participation in Title I, Part A
- Explain Title I, Part A requirements.
- Explain what participation in Title I, Part A 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 Plan/Policy, and School-Parent Compact.
- Explain how parents and family members can be involved in planning, reviewing, and improving the school and district Title I, Part A policies, and the Title I, Part A Plan.
- 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.

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, Part A should be invited.

In addition to the annual Title I, Part A Annual, 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, childcare, and light refreshments to encourage attendance at these meetings. 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.