

[School or District Name]

[Date]

[Time]

[Location]

- 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:
 - description and explanation of the school's curriculum.
 - information on the forms of academic assessment used to measure student progress.
 - information on the achievement levels of state academic standards that students are expected to meet.
- Introduce and explain the school's current SY Title I-A Plan.

- Introduce and Explain the district written Title I-A Parent and Family Engagement Policy.
- Introduce and explain the school's current SY Title I-A Parent and Family Engagement Plan/Policy.
- Introduce and explain the school's current SY School-Parent Compact.
- Explain how Title I-A 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.
- Introduce a timeline of the school's Parent & Family Engagement Building Capacity Activities planned for the SY.