



# Title I, Part A Parent Notification Requirements for Districts and Schools

Title I, Part A provides for parent and family engagement at every level of the program. Parent and family engagement is an ongoing process that increases active participation, communication, and collaboration between parents, schools, and communities with the goal of educating the whole child to ensure student achievement and success.

The table below is intended to assist districts and schools in meeting the Title I, Part A requirements of parent notification, a key element of parent and family engagement. This list is not complete, and does not include the consultation, collaboration, technical assistance, training, and other kinds of direct and indirect communication that occur among school, district staff and the families and students they serve.

Notification	When	Who	From District	From School
<p><b>Written Parent and Family Engagement Policies</b></p> <p>Districts and schools must notify parents of <u>participating children</u><sup>1</sup> in Title I schools, and the community, of their written parent and family engagement policies, jointly developed with parents of participating children. [ESSA Section 1116 (a)-(b)]</p>	District and school determined; usually in the fall	Parents of participating children	<p>✓</p> <p><a href="#">District Policy Template</a></p>	<p>✓</p> <p><a href="#">School Policy Template</a></p>
<p><b>Written School-Parent Compact</b></p> <p>Schools that receive Title I, Part A funds must jointly develop with parents, a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the State’s high standards. [ESSA Section 1116(d)]</p>	School determined; usually in the fall	Parents of all children in Title I schools		<p>✓</p> <p><a href="#">Compact Template</a></p>
<p><b>Parents Right to Know: Teacher and Paraprofessional Qualifications</b></p> <p>The district must notify parents of students attending Title I schools that they may request information regarding the professional qualifications of the student’s classroom teachers, and whether the child is provided services by paraprofessionals, and if so, their qualifications. [ESSA Section 1112(e)(1)(A)]</p>	Beginning of the school year	Parents of all children in Title I schools	<p>✓</p>	

<sup>1</sup> In a schoolwide program, all children are considered “participating children”. In a targeted assistance program, only students served are considered “participating children”.

Notification	When	Who	From District	From School
<p><b>Parents Right to Know: Teacher Not Meeting Certification Requirements</b></p> <p>The district must provide to each parent of all children attending Title I-A schools timely notice that the parent’s child has been assigned, or has been taught for 4 or more consecutive weeks by, a teacher who has not met applicable State certification requirements. [ESSA Section 1112(e)(1)(B)(ii)]</p>	<p>Within 10 days following 4 consecutive weeks</p>	<p>Parents of all affected children in Title I schools</p>	<p>✓ <a href="#">Template</a></p>	
<p><b>Parents Right to Know: Student Achievement Reports</b></p> <p>Schools that receive Title I, Part A funds must provide to each parent information on the level of achievement of the parent’s child in each of the state academic assessments. [ESSA Section 1112 (e)(1)(B)(i)]</p>	<p>Date determined by commissioner each year</p>	<p>Parents of all children in Title I schools</p>		<p>✓</p>
<p><b>Parents Right to Know: Information on State and Local Assessments</b></p> <p>Districts must provide, including posting on their respective websites (which may include individual school websites) – in a clear and easily accessible manner – information on each assessment required by the state and the district. The information must include:</p> <ol style="list-style-type: none"> <li>1. Subject matter assessed</li> <li>2. Purpose of the assessment</li> <li>3. Source of the requirement, and</li> <li>4. Length of time expected and schedule for the assessments</li> <li>5. Time and format for disseminating results</li> </ol> <p>[ESSA Section 1112(e)(2)(B)(C)]</p> <p><i>Note: The district may link directly to <a href="#">DEED’s Required Assessments page</a>.</i></p>	<p>Beginning of the school year</p>	<p>Parents of all children</p>	<p>✓</p>	
<p><b>Parents Right-to-Know: State or District Policy Student Participation in Assessments</b></p> <p>The district must notify parents of students attending Title I schools that they may request (and the district will provide) information regarding any State or local educational agency policy regarding student participation in any assessments mandated by section 1111(b)(2) and by the State or district. The information must include a policy, procedure, or parental right to opt the child out of such assessment, where applicable. [ESSA Section 1112 (e)(2)(A)]</p>	<p>Beginning of the school year</p>	<p>Parents of all children in Title I schools</p>	<p>✓</p>	

Notification	When	Who	From District	From School
<p><b>Annual District and School Report Cards</b></p> <p>The district shall prepare and disseminate an annual report card for the district as a whole, as well as for each school within the district that contains the required information outlined in ESSA Section 1111(h)(2).</p> <p><i>Note: The district may link directly to the district's, and each school's Report Cards on <a href="#">DEED's Website</a> – include clear and easy step-by-step instructions for parents on how to find it.</i></p>	<p>Within 30 days of being made available by DEED</p>	<p>Parents of all children</p>	<p>✓</p>	
<p><b>Annual Title I-A Meeting</b></p> <p>Each Title I school invites parents of participating children to a meeting to inform them about the school's participation in Title I, Part A programs.</p> <p>School staff must explain the requirements of the program and their right to be involved. [ESSA Section 1116 (c)(1)]</p>	<p>Annually</p>	<p>Parents of participating children</p>		<p>✓ <a href="#">Sample Agenda</a></p>
<p><b>Timely Information</b></p> <p>Each Title I school must provide to parents of participating children specific information about Title I, Part A programs, a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and opportunity to request regular meetings. [ESSA Section 1116 (c)(4)]</p>	<p>Timely, and ongoing</p>	<p>Parents of participating children</p>		<p>✓</p>
<p><b>English Learner (EL): Placement in an English Language Development Program</b></p> <p>Districts must inform parents of English learners identified for participation or participating in an English Language Development Program. [ESSA Section 1112 (e)(3)(A)-(B)]</p>	<p>Annually, not later than 30 days after beginning of school year; or within 2 weeks for ELs identified during the school year.</p>	<p>Parents of English learners</p>	<p>✓ <a href="#">Initial Template</a> <a href="#">Continuing Template</a></p>	

Notification	When	Who	From District	From School
<p><b>English Learner (EL) Students: Parent and Family Outreach</b></p> <p>Title III requires that LEAs implement an effective means of outreach to parents of ELLs to [ESSA Section 1112(e) (3)(A),(B)&amp;(C)]:</p> <ul style="list-style-type: none"> <li>• Inform parents on how they can be active participants in: <ul style="list-style-type: none"> <li>○ Assisting their children to learn English,</li> <li>○ Achieving high levels in core academic subjects, and</li> <li>○ Meeting the state’s academic content and student academic achievement standards as all students are expected to meet.</li> </ul> </li> <li>• Seek parent input into the development and evaluation of the LEAs’ ELL program.</li> <li>• Notify parents of their right to have opportunities for regular meetings for the purpose of formulating and responding to recommendations from parents of students participating in Title I or Title III programs.</li> </ul>	Ongoing	Parents of English learners	<b>√</b>	<b>√</b>

## Resources

### Federal Law

[Every Student Succeeds Act \(ESSA\)](http://www2.ed.gov/documents/essa-act-of-1965.pdf) (www2.ed.gov/documents/essa-act-of-1965.pdf) reauthorizes the Elementary and Secondary Education Act (ESEA).

### DEED Title I, Part A Webpage

[Parent and Family Engagement](http://education.alaska.gov/esea/titlei-a/parentfamilyengagement) (education.alaska.gov/esea/titlei-a/parentfamilyengagement)

### Parental Involvement—

The term “parental involvement” means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring—

- that parents play an integral role in assisting their child’s learning;
- that parents are encouraged to be actively involved in their child’s education at school;
- that parents are full partners in their child’s education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child [ESSA Section 8101(39)]