

Parental Involvement in Title I A Compliance Checklist

There are numerous parental involvement requirements in the Title I law. This compliance checklist will help remind district and school personnel of these requirements and ensure they are completed on an annual basis.

- Parent Involvement Policies – Each district and school that receives Title I Part A funds or services must develop jointly with, agree on with, and distribute to parents of participating children, written parental involvement policies that contain information required by the Elementary and Secondary Education Act.
- Parent-School Compacts – A written commitment must be developed each year indicating how all members of the school community, including parents, teachers, principals, students, and concerned community members, agree to share responsibility for student learning.
- Annual Parent Meeting – Each year, the Title I program is required to host a meeting for parents to explain what the Title I program is and how Title I students will be assessed. It should also include information on how parents can be involved in their children’s education.
- Assessing the Parent Involvement Component – At the end of each school year, the Title I program must somehow assess their parent involvement component. Parents are asked to either participate in a formal meeting or complete a survey, giving their input.
- Providing Opportunities to Train Parents – The Title I program provides parents with opportunities to become partners with the school in promoting the education of their children at school and at home.
- Annual Review Meeting – Each year, Title I requires a review to be conducted of the entire Title I program. Parents are to be informed of any results of this meeting.
- Informing Parents of Student Progress – Parents of Title I students must be informed of their progress through a formal report that is sent home at least twice per school year.
- Parents’ Right to Know Clause – Parents have the right to know the qualifications of their children’s teacher. At the beginning of each school year, the LEA must notify parents of such information.
- School/District Report Cards – Parents must be notified annually regarding the availability of the school and district report cards outlining the academic achievement of all public districts and schools in the state.
- Adequate Yearly Progress Reports – Parents must be provided with a copy of the school and district adequate yearly progress reports each year, along with correspondence explaining the reports.
- LEP Parent Notification – Parents must be notified if their children are placed in a program for LEP students.
- Informing Parents of Student Eligibility – Targeted Assistance Title I programs must inform parents that their children are eligible to receive Title I services.
- 1% Compliance – If a district's Title I allocation is \$500,000 or more, they are then required to set aside 1% of their district's Title I allocation for parental involvement. Only 5% of these funds may be used at the district level; 95% must be given to the participating schools.