

**Department of Public Instruction
Dr. Wayne G. Sanstead, State Superintendent
600 E. Boulevard Ave., Dept. 201
Bismarck, ND 58505-0440**

-Sample-

**Invitation to Participate: Title I Parental Involvement and
Annual Parent Meeting**

[Date]

Dear Title I Parent or Guardian:

Your child's academic success is directly related to your involvement in his or her education and communication with our staff. By working together, we can provide the best possible educational experience for your child.

Your child currently receives or is eligible to receive Title I services. We would like to invite you to a meeting to discuss the Title I program in our school.

At this meeting, we will also explain the requirements of Title I and provide a description of all services related to school and parent activities, including:

- ✓ Distributing and discussing our parental involvement policy;
- ✓ Discussing our curriculum, assessments, and the proficiency levels students are expected to attain;
- ✓ Informing you of the services available to eligible students and parents;
- ✓ Seeking suggestions for improving student academic achievement;
- ✓ Discussing AYP; and
- ✓ Explaining your right to be involved in the Title I program.

In our ongoing effort to improve, we will also conduct an annual evaluation to determine the effectiveness of our parental involvement component of our Title I program later in the school year. This annual evaluation determines:

- ✓ How this policy's implementation has contributed to our students' academic progress in achieving ND content and performance standards;
- ✓ The identification of our programs' strengths and areas for improvement;
- ✓ The removal of any barriers preventing parents from participating as partners in their child's education; and
- ✓ Title I program effectiveness.

We will hold our annual meeting on _____ (<i>time, date</i>) at _____ (<i>location</i>). We will hold additional meetings throughout the school year and set these meeting dates at this initial meeting.

Please join us in this worthwhile meeting. If you would like additional information, please contact:

Sincerely,