



DEPARTMENT OF EDUCATION

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*Working Together for Student Success*

## Annual Title I Parent Meeting Requirements

*What meetings must schools hold to inform parents about Title I, Part A programs and parental involvement and what evidence of the meeting do we need?*

Each school served under Title I, Part A must convene an **annual meeting**, at a time convenient for parents to inform them of their schools' participation in Title I, Part A programs, and to explain the Title I, Part A requirements and the right of parents to be involved in those programs. In order to keep parents informed, schools must invite to this meeting all parents of children participating in Title I, Part A programs and encourage them to attend.

Schools must offer a flexible number of additional parental involvement meetings, such as in the morning and evening so that as many parents as possible are able to attend. [Section 1118(c)(1) and (2), ESEA]

### Acceptable documentation of Annual Title I Parent Meeting:

- **Dated** sign in sheets of attendees or other evidence that meeting was held and parents attended **and**;
- Any copies of the meeting announcements (school newsletters, invitations, letters mailed or sent home with students) **or**;
- Agendas or minutes from the meeting **or**;
- Copy of Power Point presentation (if applicable) **or**;
- Copy of any handouts provided at meeting