Guidelines for Annual Title I Meeting

Meetings should address at a minimum:

Explanation of the Title I, Part A program

Title I, Part A

The purpose of Tennessee's federally funded Title I, Part A Program is to support local school districts improve teaching and learning for students in high-poverty schools so that these students meet the state's challenging content and performance standards.

- An explanation of the school curriculum
- Information on the types of academic assessments used to measure student progress
- Information on the growth and achievement as it relates to the school
- What are the school's goals?
- How your school uses Title I funds
- Any other positive highlights for your school that you would like to share
- Parent and Family Engagement Policy – discuss and/or revise
- School-Parent Compact – discuss and/or revise

Documentation Required:

The district and school must be able to demonstrate that all families of participating children were invited and encouraged to attend and that all required components were covered during the meeting. It is the responsibility of the district to ensure that all schools convene an annual meeting. The district must also ensure adequate documentation of annual Title I meetings for all schools who participate in the Title I program. Documentation may include, but is not limited to, a combination of the following items:

- meeting/event invitations and announcements (flyers, emails, newsletter blurbs, website announcements, phone logs, etc.)
- detailed agendas (including the meeting name, date, and time)
- handouts and printed materials distributed at meetings/events
- detailed meeting minutes (including the questions and feedback of families)
- sign-in sheets (including the name, date, and time of the meeting; and participants' names and titles)

You will find Forms on the website – Federal Programs section.

Annual Title I Meeting

2026-2027

Please provide an agenda and a sign-in sheet.

It is always helpful to advertise this meeting in your Monthly newsletter social media, and any other way you communicate with your parents.

Sample Agenda:

- What is Title I
- How your school uses Title I Fund
- Positive things for our school through Title I Program
- Review – School/Student/ Parent compact (give parent a copy)
- Review-Parent and Family Engagement Policy (give parent a copy)
- Include any other positive highlights for your school you would like to share.

Title I, Part A

The purpose of Tennessee's Federal Funded Title I, Part A Program is to support local school districts to improve teaching and learning for students in high-poverty schools so that these students meet the state's challenging content and performance standards.

Family Engagement
Reimbursement Request

Date _____

Name _____

Address _____

City, State Zip _____

Reason for Reimbursement _____

_____

_____

_____

Total (Receipts Attached) [ ]

Request _____

Approved by _____

Account _____

TITLE I

PROJECT 2026-2027

_____

SCHOOL

SCHOOL WIDE PROJECT COMMITTEE MEETING

_____

DATE

The schoolwide Project Committee at _____ School met on _____ and voted to purchase the attached requested items.

Those attending the meeting were: Please Sign

_____

(SIGN)

I authorized the processing of these expenditures as approved by the committee pending approval of Title I Director.

APPROVE: _____ DISAPPROVE_____

PLEASE INCLUDE MINUTES OF MEETING THAT TELLS YOU WHAT THE COMMITTEE VOTED TO
PURCHASE. THANK YOU!

TITLE I SCHOOLWIDE – SCHOOL COMMITTEE
K-5

SCHOOL NAME _____

PRINCIPAL'S NAME _____

NAMES AND TITLES OF SCHOOL PLANNING COMMITTEE

FACULTY: K-_____

1:_____

2-3:_____

4-5:_____

Special Ed:_____

School Counselor:_____

Principal:_____

Other: _____

PARENTS:

Parent 1 (K-1):_____

Parent 2 (2-3):_____

Parent 3 (4-5):_____

(Sp.Ed.):_____

Community Member (1) _____

Community Member (2) _____
(#2 optional)

SCHOOLWIDE PROJECT SCHOOL (1) _____

TARGETED ASSISTANCE SCHOOL (2) _____

SCHOOLWIDE PROJECT SCHOOL X
TARGETED ASSISTANCE SCHOOL __

TITLE I SCHOOLWIDE – SCHOOL COMMITTEE
K-8

SCHOOL NAME _____
PRINCIPAL'S NAME _____

NAMES AND TITLES OF SCHOOL PLANNING COMMITTEE

FACULTY:K-1: _____

2-3: _____

4-5: _____

6-7: _____

8: _____

Special Ed: _____

School Counselor: _____

CTE: _____
(where applicable)

Principal: _____

Other: _____

PARENTS: Parent 1 (K-1): _____

Parent 2 (2-3): _____

Parent 3 (4-5):+ _____

Parent 4 (6-7): _____

Parent 5 (8): _____

Parent 6 (Sp.Ed.): _____

Parent 7 (CTE) _____
(where applicable)

Community Member (1) _____
Community Member (2) _____
(#2 optional)

SCHOOLWIDE PROJECT SCHOOL X
TARGETED ASSISTANCE SCHOOL __

TITLE I SCHOOLWIDE – SCHOOL COMMITTEE
6-8

SCHOOL NAME _____

PRINCIPAL'S NAME _____

NAMES AND TITLES OF SCHOOL PLANNING COMMITTEE

FACULTY: 6th: _____

7th: _____

8th: _____

Special Ed: _____

School Counselor: _____

CTE: _____

Principal: _____

Other: _____

PARENTS: Parent 1 (6): _____

Parent 2 (7): _____

Parent 3 (8): _____

Parent 4 (Sp.Ed.): _____

Parent 5 (CTE): _____

Community Member (1) _____

Community Member (2) _____
(#2 optional)

SCHOOLWIDE PROJECT SCHOOL X
TARGETED ASSISTANCE SCHOOL __

TITLE I SCHOOLWIDE – SCHOOL COMMITTEE
High School

SCHOOL NAME _____

PRINCIPAL'S NAME _____

NAMES AND TITLES OF SCHOOL PLANNING COMMITTEE

FACULTY: 9: _____

10: _____

11: _____

12: _____

Special Ed: _____

CTE: _____

School Counselor: _____

Principal: _____

Other: _____

PARENTS: Parent 1 (9): _____

Parent 2 (10): _____

Parent 3 (11): _____

Parent 4 (12): _____

Parent 5 (Sp. Ed.): _____

Parent 6 (CTE): _____

Community Member (1) _____

Community Member (2) _____
(#2 optional)

SCHOOLWIDE PROJECT SCHOOL X
TARGETED ASSISTANCE SCHOOL __