

Title I Parental Involvement Notification Requirements for Districts/Schools

There are certain requirements in the *Elementary and Secondary Education Act (ESEA)* for notifying parents of the status of the schools their children attend and their parental options.

- **Parents' Right-to-Know:** Under Title I, parents must be notified at the start of each school year of their right to request information about the professional qualifications of their children's teachers (Parents' Right-to-Know). Information the LEA must provide, if requested, includes: 1) the certification and/or licensing status of the teacher; 2) degrees held by the teacher; 3) emergency or provisional status of the teacher, if applicable; and 4) qualifications of any paraprofessionals serving the child. Parents must also be notified if a teacher who is not "highly qualified" is instructing their child for four (4) or more weeks.
- **Limited English Proficient:** Parents must be notified within thirty (30) days of the start of the school year if their child has been identified as limited English proficient and in need of English language instructional services. Notification must be in a language that parents will understand.
- **Program Information:** Schools must provide parents of students selected for Title I services with information on the following: 1) Title I programs; 2) the school's curriculum; 3) assessment measures; and 4) their children's proficiency level. The school must develop jointly with the parents a written school-parent compact defining how the parents and the school will work to improve the student's academic achievement.
- **District-Level and School-Level Parental Involvement Policies:** The district and school parental involvement policies must be distributed to parents of participating Title I children, in an understandable and uniform format and, to the extent practicable, in a language the parents understand. The entire parental involvement policy must be directly disseminated to parents by means such as mail, e-mail, or backpack. A school may wish to disseminate the policy through a school booklet, such as in the school code handbook. In addition to direct dissemination, the school may also wish to include the parental involvement policy on the school's Web site. Schools must update these policies and school-parent compacts periodically to meet the changing needs of parents and the school. Schools should evaluate the content and effectiveness of the school's parental involvement activities on an annual basis. Sample templates can be found on the following links:
 - Title I District Wide Parental Involvement Policy - <http://www.nj.gov/education/title1/program/parent/resources/RefManualDistrictWideParentalInvolvementPolicy.doc>
 - Title I School Parental Involvement Policy - <http://www.nj.gov/education/title1/program/parent/resources/RefManualTITLEISchoolParentalInvolvementPolicyTemplate.doc>
 - Title I District-School Parental Involvement Policy - <http://www.nj.gov/education/title1/program/parent/resources/RefManualTitleIDistrictSchoolInvolvementPolicyTemplate.doc>

- **School-Parent Compact:** A school-parent compact, developed jointly between the school and parents is required for all children who participate in Title I activities, services, and programs. The compact becomes part of the school's Parent Involvement Policy. A sample template is available here:
<http://www.nj.gov/education/title1/program/parent/resources/RefManualSchoolParentCompact.doc>
- **Title I Annual Parent Meeting:** Each school served under Title I, Part A must convene an annual meeting to inform parents of their school's participation in Title I, Part A programs, to explain the Title I, Part A requirements, how the Title I students will be assessed, how the parents will be kept informed, and the right of parents to be involved in those programs. This meeting must be at a time convenient for parents. In order to keep parents informed, schools should invite all parents of children participating in Title I, Part A programs and encourage them to attend. Document the meeting with minutes/agenda/sign-in sheets.
- **Informing Parents of Student Eligibility (Targeted Assistance):** Written correspondence must be sent to notify parents of their child's eligibility for Title I services. This notice should be sent after the student selection process is completed and include the Title I entrance and exit criteria. If a parent refuses services, the parent's signature must be on file.