



Frequently Asked Questions Regarding the Title I Annual Parent Meeting



1. What meetings must schools hold to inform parents about Title I, Part A programs and parent and family engagement?

Each school served under Title I, Part A must convene an annual meeting to inform parents of their child's school 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. To keep parents informed, schools must invite all parents of children participating in Title I, Part A programs and encourage them to attend. Schools must also offer a flexible number of these and other parent and family engagement meetings, such as in the morning or evening, so that as many parents as possible are able to attend [Section 1116(c)(1) and (2), ESSA].

2. What is the purpose of the Title I Annual Parent Meeting?

The purpose of the Title I Annual Parent Meeting is to provide information to parents of participating children about the Title I Program and their right to be involved in their child's education. See question three for specific information on the required content of the meeting [Section 1116(c)(1), ESSA].

3. What information should be included in the discussion at the Title I Annual Parent Meeting?

The Title I Annual Parent Meeting must be used to explain the Title I requirements, the school's participation in the Schoolwide Program, and the rights for parents to be involved. In addition, you may use this opportunity to:

- Explain what participation in Title I programs means, including:
 - ✓ A description and explanation of the school's curriculum;
 - ✓ Information on the forms of academic assessment used to measure student progress; and
 - ✓ Information on the proficiency levels students are expected to meet.
- Explain the district parent and family engagement policy, school parent and family engagement policy, and school-parent compact;
- Explain the right of parents to become involved in the school's programs and ways to do so;
- Explain that parents have the right to request opportunities for regular meetings for parents to formulate suggestions and to participate, as appropriate, in decisions about the education of their children. The school must respond to any such suggestions as soon as practicably possible [Section 1116(4)(C), ESSA].

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4. Which parents should be invited to participate in the Title I Annual Parent Meeting?

All parents of participating students must be invited and encouraged to participate in the Title I Annual Parent Meeting. [Section 1116(c)(1), ESSA].

5. When should the Title I Annual Parent Meeting be held?

Regulations do not require a specific timeline for hosting of the Title I Annual Parent Meeting; however, the meeting should be held early enough in the school year that parents are provided with information they can use to help their child. It is recommended that the meeting be held no later than the last week of October.

6. Can the Title I Annual Parent Meeting be combined with another function?

No; the Title I Annual Parent Meeting is for the sole purpose of informing parents, as outlined in question three. The meeting must be advertised and conducted as the annual meeting of Title I parents. Parents should leave the meeting with a clear understanding about the Title I Program and their rights as Title I parents. Based on the United States Education Department (USED), the following meeting configurations may not meet compliance:

- Combining the Title I Annual Parent Meeting with another meeting;
- Combining the Title I Annual Parent Meeting of more than one Title I school at one location and time;
- Only including Title I as an agenda item during another meeting; or
- Conducting a PTA as the required Title I Annual Parent Meeting.

7. Can the school use an open house as the Title I Annual Parent Meeting if parents are provided a handout about the Title I Program?

No, hosting an open house does not meet compliance requirements for the required Title I Annual Parent Meeting. However, parents may be provided an opportunity to meet their child's teacher as part of the Title I Annual Parent Meeting. The teachers could build upon the information provided during the annual meeting by providing grade level-specific information on the standards, expectations, assessments, and curriculum. The Title I Annual Parent Meeting must be advertised for the purpose of informing parents about the Title I, Part A Program.

8. May the Title I Annual Parent Meeting be a part of a Parent Teacher Association (PTA)/Parent Teacher Student Association (PTSA) meeting?

No, during recent monitoring visits, the USDE found State Education Agencies (SEAs) out of compliance when schools used the PTA/PTSA meeting as the only method

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for distributing information about the Title I Program. Usually, PTA/PTSA organizations require a fee to join; therefore, the meeting would not be open to all parents. Parents may not feel as though they can attend if they are not members of the PTA/PTSA. Title I funds may not be used to support the activities of the PTA/PTSA since the activities must be open and available, at no cost, to all parents of students who attend schools participating in the Title I Program. The Title I Annual Parent Meeting must stand alone.

This guidance does not prevent Title I parents from being a part of PTA/PTSA. Schools are also encouraged to provide information on the implementation of the Title I programs to the PTA/PTSA and other community-based organizations.

9. Who should conduct the Title I Annual Parent Meeting?

Individuals conducting the Title I Annual Parent Meeting must be knowledgeable about Title I, Part A and how the program is implemented at the school. Persons such as the following may be able to provide appropriate information to parents:

- Principals;
- Assistant Principals;
- Title I Teachers;
- Title I Facilitators;
- Federal Programs Coordinators; and/or
- Parent and Family Engagement Coordinators/Facilitators (in partnership with one of the above).

10. Is the school required to have translators available at the Title I Annual Parent Meeting?

Yes, schools are required to take reasonable steps to provide information to parents in a language and format they can understand, including parents with limited English proficiency, disabilities, or parents of migratory children. This may include providing translators and/or assistive devices during the annual parent meetings [Section 1116(f), ESSA].

11. Is the LEA required to host a Title I Annual Parent Meeting for all private schools participating in the Title I Program?

No, the LEA is not required to host a Title I Annual Parent Meeting at participating private schools. However, the parents of participating children should be fully informed about the Title I Program and their rights to participate in parent and family engagement activities.

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12. Are there resources available to assist schools with the development of the Title I Annual Parent Meeting?

Yes, the District prepared a sample PowerPoint presentation to assist schools with planning and implementing the annual meeting. These materials may be used to ensure that each school meets compliance. The PowerPoint may be accessed by clicking on the Title I Parent and Family Engagement link of the Title I Website

Additionally, you may contact any of the following Department of Title I Administration’s staff members assigned to your respective Region:

Region	Staff Name	Telephone #	Email Address
North Region	Marina Prieto	305 995-7126	MAPrieto@dadeschools.net
Central Region	Yalili Low	305 995-1496	YaliliLow@dadeschools.net
South Region	Maria Salas	305 995-7637	MariaSalas@dadeschools.net
Charter Schools	Janeth Rodriguez	305 995-1954	janeth_rodriguez@dadeschools.net

13. How can LEAs and schools maximize participation in school meetings, conferences, and activities including the Title I Annual Parent Meeting?

Schools may pay reasonable and necessary expenses associated with local parent and family engagement activities, including transportation costs, in order to enable parents to participate in school-related meetings and training sessions. Schools and LEAs should also arrange school meetings at a variety of times. LEAs and schools may want to consider the following options to ensure maximum participation:

- Provide transportation to and from the meeting;
- Hosting the Title I Annual Parent Meeting at various times such as evenings and again on Saturday;
- Send information presented at the Title I Annual Parent Meeting home with students of the parents that did not attend;
- Ensure that teachers discuss the Title I Program with parents during conferences or home visits;
- Posting on LEA or school websites video or webcasts of the Title I Annual Parent Meeting;

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- Recording the Title I Annual Parent Meeting and replaying on local cable channels;
- Partnering with community and/or faith-based organizations to advertise and encourage parent participation; and/or
- Conducting additional meetings in local community centers and/or faith-based centers.

In addition, for parents who are unable to attend functions at school, schools may arrange for and conduct in-home conferences between teachers or other educators who work directly with participating children and the children's parents [Section 1116(e)(10), ESSA].

14. Can Title I funds be used to pay transportation costs for parents to attend the Title I Annual Parent Meeting?

Yes, Title I, Part A funds may be used to pay reasonable and necessary costs associated with the implementation of parent and family engagement activities outlined in Section 1116, including transportation to and from meetings. Many LEAs in Florida run school buses from designated areas within the community to provide transportation to those parents who might not otherwise be able to attend.

15. May parents be paid to attend the Title I Annual Parent Meeting?

No, statute does not authorize an LEA or school to pay a parent to attend a meeting or training session or to reimburse a parent for salary lost due to attendance at parent and family activities.

16. How can the LEA and school document compliance with the Title I Annual Parent Meeting?

The LEA and school must be able to demonstrate that all parents 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 LEA to ensure that all schools convene an annual meeting. The LEA must maintain adequate documentation of the meeting for all schools within the LEA participating in the Title I Program.

Documentation may include, but is not limited to a combination of the following items:

- Minutes;
- Agendas;
- Handouts;
- Announcements;
- Flyers;
- Photographs; and
- Sign-in sheets.

During monitoring visits by USED and the FDOE, parents will be interviewed and asked to recall the information presented during the Title I Annual Parent Meeting. A review of

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USED and FDOE findings related to the Title I Annual Parent Meeting included the following:

- Schools held meetings at which they discussed certain aspects of the Title I Program, such as school improvement, but did not necessarily provide information about specific Title I requirements or the use of Title I funds.
- LEAs treated the annual school open house as the required Title I Annual Parent Meeting, but parents were unaware of what it meant to be a Title I school, the requirements to be a Title I school or their rights as Title I parents.
- Local Educational Agencies were unable to demonstrate that one of its Title I schools held the required Title I Annual Parent Meeting.
- School did not hold the Title I Annual Parent Meeting.
- Local Educational Agencies were unable to provide evidence that parents were provided with timely information about the Title I Program.

17. How many parents must attend the Title I Annual Parent Meeting?

Statutes do not specify a required number or percentage of parents participating in the Title I Annual Parent Meeting. However, the LEA should consider participation numbers when identifying barriers to greater participation in parent and family engagement activities. LEAs are required to evaluate the effectiveness of the implementation of the Parent and Family Engagement Program at the LEA and schools, and identify barriers to greater participation [Section 1116(a)(2)(D)].