

# Title I, Part A: Title I Annual Meeting Checklist



**COLORADO**  
Department of Education

The purpose of a Title I annual meeting, a requirement for all Title I schools, is to explain the school's Title I program and inform parents/guardians about their right to be involved in their child's education. A flexible number of additional meetings at different times of the day during the school year should also be provided to provide Title I information to as many Title I parents as possible. The annual meeting can be the first step in setting the tone and opening the door for positive school-home partnerships.

## **Key information to be shared during the annual meeting:**

- **Title I purpose:** Explain what Title I is and what it looks like at your school.
- **Title I jargon:** Define key terms, such as schoolwide, targeted assistance, AYP, school improvement, public school choice and supplemental education.
- **Curriculum & assessments:** Give details on your school's curriculum. Share information about state and local assessments, including what subjects and grades are tested and expected proficiency levels.
- **Funding:** List how much Title I funding your district and school receive and share how those funds are used. Consult on how parent involvement funds are to be used.
- **Family Engagement:** Review and update the parent involvement policy. Get input from parents on how they would like to be involved.
- **Compacts:** Review the school-parent compact, including how it's developed and ways parents can provide input, update as needed.
- **School report card:** Share results from your most recent school report card and tell parents where they can get a copy of it.
- **School Improvement:** Go over the school's improvement status. Explain what areas, if any, are identified as In Needs Improvement and what interventions or supports are provided to students as a result.
- **Staff qualifications:** Review teacher and paraprofessional qualification requirements and parents' right to know the qualifications of their child's teacher.
- **Parent notices:** Review the list of notices that the school will provide for parents, including school report cards, staff qualifications, and if applicable, SES and school choice.

## ***Documents to save***

- Family Engagement Policy:** A copy of the policy and any recommended changes to be made to it after reviewing and, necessary, updating it.
- Invitations:** A copy of the invitation sent to parents about the meeting. This includes flyers, newsletters, website announcements, etc.
- Sign-in sheet:** A signed, dated copy of the parent sign-in sheet that clearly labels the event as a Title I annual parent meeting.
- Agenda and meeting materials:** A copy of the agenda that lists what information was shared with parents. A copy of any slide presentations, handouts or other materials used. Save minutes of the meeting that include the items covered and any questions or suggestions given by parents. Have a staff member snap some photos during the meeting.
- Other meeting evidence:** Keep a record of any costs or other evidence that you provided childcare and transportation (if the school deemed this was necessary based on local needs).
- Evaluations:** Copies of any evaluations completed by parents that provided feedback on the meeting

## **WHERE CAN I LEARN MORE?**

- [USDE ESEA Title I, Part A Parent and Family Engagement Non-Regulatory Guidance](#)
- LEAs or Schools may also contact their [Regional Contact in the Office of ESEA programs](#) for more information.
- Title I, Part A [Parent and Family Engagement requirements and resources](#).
- ESEA Parent & Family Engagement Specialists: Nathan Hickman ([hickman\\_n@cde.state.co.us](mailto:hickman_n@cde.state.co.us)) Rachel Temple ([temple\\_r@cde.state.co.us](mailto:temple_r@cde.state.co.us))