

North Dakota Department of Public Instruction

TITLE I FAST FACT SERIES

Issue: Parent Involvement

As teachers, we understand the importance of parent involvement. Schools with a Title I program must have some very specific requirements that must be in place in regard to parent involvement. Below is a list of those requirements:

- The Parent Involvement Policy – This is a written policy that should include how you will be involving parents in planning, reviewing, and improving the Title I program at your school. This would include information about the compact, the annual parent meeting, and the parent involvement assessment process at your school. Each year, you must update the policy and document how you distributed it to parents.
- The Parent-School Compact – This is a written agreement between home and school. This just cannot be a verbal agreement. You must have a copy on file and documentation of how it was distributed. It should contain the ways in which parents will be responsible for supporting student learning.
- The Annual Parent Meeting – Each year, the Title I program is required to host a meeting for parents to explain the Title I program. (This is different from the Annual Review meeting, which is also required). This can be an introduction to the Title I program, a workshop format, or a welcome night. Preferably, this meeting occurs at the beginning of the school year. You must be able to document this meeting with minutes, agendas, sign-in lists, etc.
- Assessing Parent Involvement Component – At the end of each school year, you must assess your parent involvement component. How you assess the parent involvement component is a local decision. Most often, it is a survey sent out to parents. The idea is to give parents a chance to voice their feelings by asking them, “How are we doing?”
- Providing Opportunities for Training Parents – The Title I program must provide parents with opportunities to become partners with the school in promoting the education of the child at school and at home. This should include information about specific methods parents can use at home to complement their child’s education. This requirement could be evidenced by parent training sessions or workshops, copies of handouts and/or newsletters distributed to parents, and examples of information exchanged at parent-teacher conferences.
- Annual Review Meeting – This is a review of the entire Title I program (not just parent involvement), asking yourself, “What worked well this year?” and “What changes would I like to make for next year?” You must inform parents of the results of this meeting.
- Informing Parents’ of Student Eligibility – You must send a letter home, every year, informing parents that their child is eligible to receive Title I services. Parents must be given the opportunity to decline services. A signature is required if services are declined.
- Informing Parents of Student Progress – Some type of report must be sent home for parents to report their child’s progress in the Title I program. This report may be sent home during conferences, with other report cards, or any other time a Title I teacher wishes to send it home. This report must be distributed minimally twice a year, preferably more often.
- Parents’ Right to Know Clause – At the beginning of each school year, all parents (not just parents of Title I students) must be notified that they may request, and the school will provide upon parent request, information regarding the professional qualifications of the student’s classroom teachers. This notification is the responsibility of the school administration.
- Students Being Taught by Highly Qualified Staff – If a child is taught for four consecutive weeks by a teacher who does not meet the federal definition of “highly qualified”, his/her parent must be notified of this fact. This includes all children, whether they are a Title I student or not. This notification is the responsibility of the school administration.
- Notifying Parents on LEP – Parents must be notified if their child is placed in a program for LEP students.

There is a wealth of information available on the Department of Public Instruction website pertaining to parent involvement. For more information, go to <http://www.dpi.state.nd.us/title1/targeted/require/parent/index.shtm>.

If you have additional questions regarding this issue, please contact:

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