

Annual Title I Meeting Toolkit

Dear Principal or Title I Staff Member:

An Annual Title I meeting with parents is a requirement of the Elementary and Secondary Education Act. This meeting helps to empower parents with the information they need to be active in their child's education and a partner with the school. We've included contents in this kit to help your school deliver the necessary information required by the law. We hope you find the information helpful and easy to use. Please customize the documents for your own school. Thank you for partnering with parents to improve every child's achievement!

Alabama PIRC, Arizona PIRC, Nevada PIRC and Wyoming PIRC

Contents of this Toolkit:

Flyer – An easy to read announcement to help you get the word out to your parents before your Annual Title I Meeting takes place. *Update your school's information and send it out several times before your event.*

Tip Sheet on Adult Learning – Understanding your audience is important. *Use these tips to design a more engaging meeting for your parents.*

Two Methods of Helping Parents Understand Title I Requirements (choose one):

Option #1 - Power Point – One option for delivering the information parents need to know at your meeting. *Customize the contact information for your school, your state and add contact information for your State Parent Information & Resource Center (PIRC). For more information on your state's PIRC, please visit www.nationalpirc.org*

Option #2 - Facilitated Discussion – Another option for delivering information to your parents. This option includes instructions for small facilitated conversations with parents regarding each of the Title I topics. *Engage other staff members or parent leaders to help you implement this option. Schedule one planning meeting and prepare for a night of interactive discussions.*

Evaluation – Evaluating your Title I efforts with parents is part of the law and helps you to improve your partnerships with your school community. *Distribute this survey to parents and use the results to improve your next Annual Title I meeting.*