



Administrators' Back to School Tips: Title I

Congress and ISBE expect schools that receive federal funds will ensure parents are actively involved and knowledgeable about their schools and their children's education.

- Develop** a district-level parent involvement policy.
- Develop** a school-level parent involvement policy for each Title I school.
- Verify** every school receiving Title I funds (including private school students receiving Title I services) has developed a school-parent compact.
- Notify** families that they have the right to request specific information about the professional qualifications of their child's classroom teacher(s). This notification should inform families that they can request
 - Whether the teacher has met state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
 - Whether the teacher is teaching under emergency or conditional certification.
 - The baccalaureate degree major and other graduate certification or degree of the teacher and the field of discipline of the certification and/or degree.
 - The information must also disclose whether the child is provided services by paraprofessionals.
- Schedule and plan** an annual evaluation of the content and effectiveness of the parent involvement policy in improving the academic quality of the schools served with Title I, Part A funds.
- Schedule and plan** an Annual Title I Parent Meeting to review policies, the requirements and components of Title I, and to involve parents in decision-making.

Related Resources:

- [ISBE Title Grant Administration Page](#)
- [District-Level Parent Involvement Policies and School Compact](#)
- [Template - School Parental Involvement Policy](#)
- [Template - School Parent Compact](#)