

Title I, Part A Parent and Family Engagement Newsletter

Template Instructions

Background

Engaging families as full partners in the education of their children is a cornerstone of the Every Student Succeeds Act (ESSA). Relevant, clear, and regular communication establishes a solid foundation for effective parent and family engagement. Local Educational Agencies (LEAs) and schools have an obligation to distribute information to the parents/guardians of students who receive services through a Title I, Part A program. Here are examples of some key notification requirements:

- Provide opportunities for families to be actively involved in the planning, implementation, and review of the Title I, Part A program.
- Maintain written Title I, Part A Parent and Family Engagement school and LEA policies that are developed and annually re-evaluated with, agreed upon, and distributed to parents of participating students.
- Effectively communicate with multilingual families in their native language whenever possible, utilizing interpreters when needed, to ensure effective outreach and engagement.

Instructions

This newsletter template outlines key notification requirements associated with implementation of Title I, Part A Programs. This list does not contain all requirements, such as consultation, collaboration, technical assistance, training, and other kinds of direct and indirect communication that occur among school, LEA staff, and the families and students they serve. The following key notification requirements are included:

- Title I, Part A
 - Annual Title I, Part A Meeting
 - Parent and Family Engagement Policy and Plan (LEA and School Level)
 - Annual Evaluation of Parent and Family Engagement Program and Services
 - LEA and School Report Card
 - The National Assessment of Educational Progress (NAEP)
 - Citizen Complaint Process
 - Parents' Right to Know: Teacher and Paraprofessional Qualifications
 - If Applicable, Parent and Family Outreach of Multilingual Students

Resources

- Notification requirement list: [Title I, Part A, Parent Notification Requirements for Districts and Schools | OSPI \(www.k12.wa.us\)](https://www.k12.wa.us/titlei).
- Title I, Part A Meeting [notification templates](#) in several languages.
- Sample surveys to solicit input about program services, family engagement activities and funding.
 - Title I, Part A survey templates: [Parent and Family Engagement Annual Evaluation | OSPI \(www.k12.wa.us\)](https://www.k12.wa.us/titlei)
 - Multilingual Program surveys at Family Feedback Surveys: [Multilingual Family Communication Templates | OSPI \(www.k12.wa.us\)](https://www.k12.wa.us/family)
 - The [PFE Budget Survey sample](#), may be used to solicit parent feedback about Parent and Family Engagement funding.
- Letter templates: [Teacher/Para Qualifications Templates](#) | [Notice of Limited State Certification & Licensure](#)



LEA or School Name

Title I, Part A Parent and Family Engagement

Newsletter for *Month/Year*

Insert your school/district logo here

The Purpose of Title I, Part A

is to ensure that all children have a fair, equal and significant opportunity to obtain a high-quality education and reach proficiency on challenging state academic standards. This newsletter is intended to provide you with vital information about the Title I, Part A program communication requirements. Please contact the principal if you would like more information about Title I, Part A activities or parent participation at your child's school.

Click [HERE](#) for a list of Title I, Part A Schools.

Parent and Family Engagement Policy

The [LEA's Name | School Name](#) created a parent and family engagement policy to enhance student academic outcomes. This policy describes the [LEA | School's](#) goals for meaningful family engagement and provides strategies and resources to strengthen partnerships between schools and parents in Title I schools. The policy demonstrates our dedication to involving families in their children's education and empowering [Title I, Part A Schools | Our School](#) to implement effective family engagement strategies that align with the [District's | School's](#) academic goals.

Click on the link to view our [LEA's | School Name](#) policy.

Report Card Summary

You can find our report card at [Link to LEA's Report Card](#). Are you interested in knowing how your child's school did on state assessments? How groups of students performed compared to other schools? The Report Card contains information about test results, as well as other statistics about the district and schools. To find results for [LEA Name](#), use the search

Note: The text in red indicates text to be added or instructions. Please remove instructions and this box before distributing to parents.

box and type [LEA Name](#) and press go. To find results for your child's school, follow those directions to go to [LEA Name](#), then use the drop-down menu to find [Your School's Name](#).

NAEP State Results

The National Assessment of Educational Progress ([NAEP](#)) is the only nationally representative and continuing assessment of what America's students know and can do in various subject areas. Beginning in 2003, states are required to participate in the grades 4 and 8 mathematics and reading NAEP assessments. These [results](#) are reported every other year.

Title I, Part A | Program Rights | Benefits | Funding

[Your School's Name](#) holds an annual meeting at the beginning of the year to inform parents about their rights and benefits under the Title I, Part A program. In this meeting we explain our school's program and emphasize parent and family engagement in their child's education, and if needed, we ask for input on PFE budget expenses. Please choose from the sessions below:

Virtual session:

Date and time: [Enter Date and Time](#) | Link: [Enter Link](#)

In-person session:

Date: [Enter Date](#)

Time: [Enter Time](#)

Location: [Enter Location](#)

For more information: [Contact Information](#)

Annual Evaluation

[LEA | School Name](#) conducts an annual evaluation of the content and effectiveness of our Parent and Family Engagement program at the end of the year. The goal of this yearly evaluation is to improve the quality of Title I, Part A programs and services. We use the findings from these annual evaluations to develop new strategies to increase the effectiveness of our program. Before the end of the year, a reminder is sent to parents to fill out the survey. Help us improve our program by filling out the survey at [Enter Link to Surveys](#).

One-on-One

If you prefer a more personal conversation, we also invite you to schedule a one-on-one meeting with **Staff Name**. They are eager to listen to your experiences and gather your feedback. Please contact **Staff Name** at **Contact Information** to arrange a meeting at your convenience.

Multilingual Families

Your input is invaluable to us! We are dedicated to improving our support for multilingual students at **LEA's | School Name**, and we need your help. Please take a moment to provide us with your feedback and suggestions through our brief survey. Your feedback will remain anonymous and confidential, and it will influence our efforts to enhance language support, cultural considerations, and community engagement. Your partnership is vital in creating an inclusive and supportive educational environment for all our students. The survey is available in multiple languages. Click here to access the survey: **Insert Survey Link or Link to Surveys**.

Parent's Right to Request Teacher and Paraeducator Qualifications

All parents and guardians have the right to request information regarding the professional qualifications of your child's classroom teacher(s). If you request this information, the district or school will provide you with the following as soon as possible.

1. If the teacher has met state licensing requirements for the grade level and subject in which the teacher is providing instruction.
2. If the teacher is teaching under an emergency status for which state licensing requirements have been waived.
3. The type of college degree major of the teacher and the field of discipline for any graduate degree or certificate.
4. If your child is receiving Title I services from paraprofessionals, and if so, whether those paraprofessionals meet state/federal requirements of the Every Student Succeeds Act.

If you would like to request this information or the paraeducator qualifications, please contact **Name | Phone Number | Email**.

Citizen Complaint Process

We encourage parents and public schools to work together to resolve concerns or disagreements about a school's program or a student's education. There are steps that must be followed before you file a complaint with OSPI.

1. Follow the **District's Name** complaint process first: **Link to Local Complaint Process Here**.
2. If you are not satisfied with the outcome of your local complaint process, and you believe that the law that applies to federal programs like Title I, Part A has been violated, you have the right to file a complaint with OSPI. For more information go to: [Citizen Complaints-Federal Programs | OSPI \(www.k12.wa.us\)](https://www.k12.wa.us/CitizenComplaints-FederalPrograms)

Contact Information

LEA Title I, Part A leadership staff's name or Principal's name: **Enter Name**

Email: **Enter Email Address**

Phone Number: **Enter Phone Number**

Virtual or Office Hours: **Enter Dates and Links**

Find Us on the Web!

Learn more about our LEA | School at **Enter LEA or School Website Link** to get strategies to help your child at home, review additional documents, find resources, and leave your input.



Scan the code with your smartphone or tablet to access family engagement information from the **Enter LEA's or School name** website.

Replace
with your
LEA's or
School's
scan code.