



Title I Parent and Family Engagement Notification Requirements for Districts/Schools

There are certain requirements in the Elementary and Secondary Education Act (ESEA) for notifying parents of the status of the schools their children attend and their parental options.

- **Parents' Right-to-Know**

Under Title I, parents must be notified at the start of each school year of their right to request information about the professional qualifications of their children's teachers (Parents' Right-to-Know). Information the LEA must provide, if requested, includes:

- the certification and/or licensing status of the teacher,
- the degrees held by the teacher,
- the emergency or provisional status of the teacher, if applicable; and
- the qualifications of any paraprofessionals serving the child.

Parents must also be notified if a teacher who is not "highly qualified" is instructing their child for four (4) or more weeks. A sample letter is available at [Parent and Family Engagement \(state.nj.us\)](https://parentandfamilyengagement.state.nj.us).

- **Multilingual Learner (ML) – General Information**

LEAs must implement effective outreach to the parents and families of multilingual learners to inform them of how they can be involved in their student's education and be active participants in helping their student attain English proficiency, achieve at high levels within a well-rounded education, and meet challenging State academic standards. LEAs are required to send notice of opportunities for regular meetings with parents of multilingual learners for the purpose of formulating and responding to recommendations. Notification must be in a language that is most comprehensible to the parent.

Note: The term multilingual learner is synonymous with "English learner" or "English language learner." Sources which are cited from the United States Department of Education may still reference the use of the term English learner or EL. The NJDOE recognizes that multilingual learners may enter New Jersey's schools with a level of proficiency in a world language other than English. The NJDOE will use "Multilingual Learner" and "ML," respectively, to shift to asset-based language and honor a student's primary language.

- **Multilingual Learners (ML) Language Instruction Educational Programs (LIEP)**

Parents and families must be notified within thirty (30) days of the start of the school year of their child's participation in a Title I, Part A or Title III-funded language instruction educational program (LIEP). (If the student is identified after the start of the



school year, parent notification must occur within the first two weeks of the student being placed in the language instruction program.)

The LIEP notification must include:

- the reasons for the identification,
- the student's level of English proficiency,
- methods of instruction,
- how the program will help the student,
- the program's exit requirements and expected rate of transition into a classroom not tailored for ML students; and
- the expected rate of graduation (for high school students).

Parents and guardians of a child with a disability must be informed about how the language instruction educational program meets the objectives of the student's individualized educational program (IEP).

An LEA must also keep parents with written guidance on their right to remove their child from a program upon their request, or to choose another program or method of instruction, if available, and how parents will be aided in selecting the best program to serve their child. An LEA must keep all parents informed of school and LEA-level information in a language that is most comprehensible to the parent.

- **Program Information**

Schools must provide parents of students selected for Title I services with information on the following:

- Title I programs,
- the school's curriculum,
- assessment measures,
- their children's proficiency level; and
- the annual LEA report card.

The school must develop jointly with the parents a written school-parent compact defining how the parents and the school will work to improve the student's academic achievement.

- **District-Level and School-Level Parental Involvement Policies**

The district and school parental involvement policies must be distributed to parents of participating Title I children, in an understandable and uniform format and, to the extent practicable, in a language the parents understand. The entire parental involvement policy must be directly disseminated to parents by means such as mail, e-mail, or backpack. A school may wish to disseminate the policy through a school booklet, such as in the school code handbook. In addition to direct dissemination, the



school may also wish to include the parental involvement policy on the school's Web site. Schools must update these policies and school-parent compacts periodically to meet the changing needs of parents and the school. Schools should evaluate the content and effectiveness of the school's parental involvement activities on an annual basis. Sample templates are available at [Parent and Family Engagement \(state.nj.us\)](https://parentandfamilyengagement.state.nj.us).

- **School-Parent Compact**

A school-parent compact, developed jointly between the school and parents is required for all children who participate in Title I activities, services, and programs. The compact becomes part of the school's Parent Involvement Policy. A sample template is available at [Parent and Family Engagement \(state.nj.us\)](https://parentandfamilyengagement.state.nj.us).

- **Title I Annual Parent Meeting**

Each school served under Title I, Part A must convene an annual meeting to inform parents of their school's participation in Title I, Part A programs, to explain the Title I, Part A requirements, how the Title I students will be assessed, how the parents will be kept informed, and the right of parents to be involved in those programs. This meeting must be at a time convenient for parents and should take place at the beginning of the school, no later than early October. In order to keep parents informed, schools should invite all parents of children participating in Title I, Part A programs and encourage them to attend. Document the meeting with minutes/agenda/sign-in sheets.

- **Informing Parents of Student Eligibility (Targeted Assistance)**

Written correspondence must be sent to notify parents of their child's eligibility for Title I services. This notice should be sent after the student selection process is completed and include the Title I entrance and exit criteria. If a parent refuses services, the parent's signature must be on file.