

# ESSA Quick Reference Brief: Annual Meeting Requirements under Title I-A

Families are their children’s first and most important teachers, and engaging families in partnership is a critical component to student success. The Elementary and Secondary Education Act (ESEA) requires that districts and schools receiving Title I-A funds **communicate, collaborate, and work as partners with families**, with the goal of improving student achievement. The Annual Meeting is required as part of that collaboration.

## What the Law Says

Title I, Part A requires substantive family engagement. Districts must engage in outreach with families and develop policies and procedures for the involvement of family members in the implementation of programs.<sup>1</sup>

**Each Title I-A funded school within the district** must collaborate with families to develop and implement:

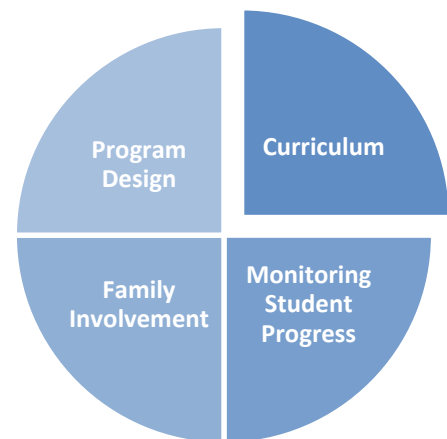
- a plan to engage families;<sup>2</sup>
- structures for families to provide input and feedback on school plan and processes;<sup>3</sup> and
- compacts of shared responsibility for student achievement between students, families, and teachers.<sup>4</sup>

Additionally, schools must have an annual meeting to share the requirements of the Title I-A program, including family rights, and must build family capacity as partners with the school in their child’s education.<sup>5</sup>

## Annual Meeting Requirements

Each year, Title I programs are required to host a meeting for families, to explain what the Title I program is and how families can be involved.<sup>6</sup> The Annual Meeting must include the following:

- Whether the school is implementing a schoolwide (SWP) or targeted assistance (TAS) model and the Title I-A requirements associated with the model;
- A description and explanation of the school’s curriculum;
- The assessments used to measure student progress and the proficiency levels students are expected to meet;
- How student progress will be communicated to families;
- The district family involvement policy, school family involvement policy, and school-family compact;
- How and when the school plan and compact are reviewed, and how families can participate in the process and provide feedback;
- Opportunities for families to learn how to support their child’s progress; and
- The right of parents and guardians to be involved in the school’s programs and ways to do so.



<sup>1</sup> ESEA Section 1116(a)(1)

<sup>2</sup> ESEA Section 1116(b)

<sup>3</sup> ESEA Section 1116(c)

<sup>4</sup> ESEA Section 1116(d)

<sup>5</sup> ESEA Section 1116(c); 1116(e)

<sup>6</sup> ESEA Section 1116(c)(1)

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## *Ensuring Equitable Access*

ESSA explicitly requires schools to do what is reasonable in order to **provide information to parents in a format and language that is understandable**.<sup>7</sup> This means that translators, assistive devices, and translated materials may be necessary as part of the annual meeting.

## Recommendations for Practice

- *Plan the annual meeting with input from families.* Including the voices of families in the planning process provides the opportunity for partnership.
- *Create paths to engagement for all families.* Title I-A funds can be used to cover transportation, childcare, and meal costs within the requirements [outlined in federal regulations](#). Consider providing a virtual option and/or recording of the information shared for those unable to attend in person.
- *Include the annual meeting as part of other events.* Consider integrating the annual meeting into Back to School Night or other events already designed to bring families into the building. **It is important to note that Title I-A information must be shared explicitly and offer families the opportunity to ask questions and provide feedback regarding the Title I-A program and their rights.**
- *Hold the annual meeting early in the year.* The annual meeting should be held early enough in the school year that families are provided with information they can use to help their child. It is recommended that the meeting be held no later than the last week of October.
- *Document communication and content.* Keep records documenting the annual meeting. This can include sign-in sheets, flyers/messages advertising the meeting, as well as the materials shared with families at the meeting (e.g. PPT presentation). Some of these materials are requested for review when a district is identified for federal program monitoring.

## Questions for Reflection

1. How do we communicate with families about when the annual meeting will take place?
2. How do we remove potential barriers to participation by families?
3. How are families able to access the information shared at the annual meeting, if they are unable to attend?

## Resources

- [ESSA Quick Reference Brief: Family Engagement under Title I-A](#)
- [ESSA Quick Reference Brief: Purchasing Food with Federal Funds](#)
- [Sample Annual Meeting PowerPoint Template](#)

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<sup>7</sup> ESEA Section 1116(f)  
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