Per ESEA guidance, all Title I-A schools are required to convene an annual meeting, at a time convenient for parents to inform them of their school’s participation in Title I, Part A programs, and to explain the Title I, Part A requirements and the right of parents to be involved in those programs. Information that must be shared are:

* A description and explanation of the school’s curriculum
* Information on the forms of academic assessments used to measure student progress, and
* Information on the proficiency levels students are expected to meet.

Evidence of the annual meeting occurring is in the form of three items, a meeting announcement(s) that informed families that the meeting was occurring, an agenda or meeting PowerPoint that shows what was discussed in the meeting, and evidence of attendance from families, such as sign-ins.

**District:**

**Check off each required piece of evidence**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **School Name** | **Date of****Annual Meeting** | Meeting Announcement | Agenda and/or PowerPoint | Sign-Ins and/or evidence of attendance |
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