

Title I, Part A

Parent Notification Requirements for Local Educational Agency (LEA) and School

Federal Law

[Every Student Succeeds Act \(ESSA\)](#) reauthorizes the Elementary and Secondary Education Act (ESEA).

Title I, Part A Webpage

[Parent and Family Engagement](#)

Use this table to learn about the key requirements for notification for the **Title I, Part A program**. This list is not complete, and does not include the 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.

Notification	When	From LEA	From School
<p>Annual LEA Report Card</p> <p>LEA provides a report card with aggregated information, which must include student achievement disaggregated by category—graduation rates, LEA performance, and other required information outlined in ESSA Section 1111(h)(2).</p> <p>Note: The LEA may link directly to the LEA’s report card at the OSPI’s Website– include clear and easy step-by-step instructions for parents on how to find it. An additional notification method must be used for parents without access to the internet or computer.</p>	Annually	✓	
<p>Individual Student Achievement Reports</p> <p>The Office of Superintendent of Public Instruction (OSPI), working through LEAs and schools, must provide comprehensive student achievement reports to parents, teachers and principals. These reports must be:</p> <ul style="list-style-type: none"> • Individualized, interpretive, descriptive and diagnostic. • Clear and comprehensive–able to identify specific academic needs. <p>Report data must detail student’s achievement on academic assessments, which are aligned with state academic standards. [ESSA Section 1111(b)(2)(B)(x)]</p>	<p>Once available: Some Smarter Balanced online reports available within 3 weeks; other paper by early Sept.</p>	✓	✓
<p>OSPI’s Written Citizen Complaint Procedures</p> <p>LEAs and schools distribute adequate information about OSPI’s written complaint procedures for resolving issues of violation(s) of a federal statute or regulation that applies to federal programs. This information must reach parents of students, and appropriate private school officials or representatives.</p> <p><i>Chapter 392-168 WAC Special Services Programs–Citizen Complaint Procedures for Certain Categorical Federal Programs.</i></p>	Ongoing	✓	✓
<p>Written Parent and Family Engagement Policies</p> <p>LEAs and schools notify parents of Title I, Part A children and the community of their written parent and family engagement policy. [ESSA Section 1116 (2)(b)]</p>	LEA and school determine, usually in the fall	✓	✓

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<p>Parents’ Right to Know: Student Achievement Reports Schools inform parents (of Title I, Part A served students) of their right to know the level of achievement their child attained on each of the state academic assessments. [ESSA Section 1112 (e)(1)(B)(i)] <i>This requirement may be addressed by OSPI’s individual student achievement report.</i></p>	Usually the LEA determines		✓
<p>Parents’ Right to Know: Teacher and Paraprofessional Qualifications LEAs and schools inform the parents of Title I, Part A students that they may request, and the LEA and schools will provide, certain information on the professional qualifications of the student’s classroom teachers and paraprofessionals providing services to the child. [ESSA Section 1112(e)(1)(A)]</p>	Timely	✓ Templates	
<p>Parent’s Right To Know: Limited State Certification and Licensure Schools provide to each individual parent timely notice that the parent’s child has been assigned, or taught for 4 or more consecutive weeks by, a teacher who has not met applicable certification or licensure requirements at the grade level and subject area in which the teacher has been assigned. [ESSA Section 1112(e)(1)(B)(ii)]</p>	At the beginning of the school year	✓ Templates	✓
<p>Parents’ Right to Know: Information on State and Local Assessments LEAs and schools must provide, including posting on their respective websites – in a clear and easily accessible manner – information on each assessment required by the state and the LEA. The information must include: 1. Subject matter assessed 2. Purpose of the assessment 3. Source of the requirement, and If information is available, LEA and schools provide, including posting on their websites: a) Length of time expected and schedule for the assessments b) Time and format for disseminating results [ESSA Section 1112(e)(2)(B)(C)]</p>	Timely or Beginning of School Year	✓	✓
<p>Parent’s Right-to-Know: State or LEA Policy Student Participation in Assessments At the beginning of each school year, the LEA must notify parents that may request (and the LEA will provide) information regarding any State or local educational agency policy regarding student participation in any assessments mandated by section 1111(b)(2) and by the State or local educational agency. The information must include a policy, procedure, or parental right to opt the child out of such assessment, where applicable. [ESSA Section 1112 (e)(2)(A)]</p>	Timely	✓	

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<p>Title I, Part A Meeting Schools invite parents to a meeting and inform them about the school’s participation in Title I, Part A programs. School staff must explain the requirements of the program and their right to be involved. [ESSA Section 1116 (b)(c)(1)]</p>	Annual		✓ Templates Go to Annual Program Meeting
<p>Title I, Part A Information Schools provide parents of participating children specific information about Title I, Part A programs, and opportunity to request regular meetings. [ESSA Section 1116 (b)(c)(4)]</p>	Ongoing		✓ Resources
<p>English Learner (EL): Placement in an English Language Development Program LEAs inform parents of English Learners identified for participation or participating in an English Language Development Program. [ESSA Section 1112 (e)(3)(A)&(B)] Access the template notification letter that includes the required components under ESSA.</p>	Annually, not later than 30 days after the beginning of school year for children identified before beginning of year; or within 2 weeks for students identified during the school year.	✓	
<p>English Learner (EL) Students: Parent and Family Outreach Title III requires that LEAs implement an effective means of outreach to parents of ELLs to [ESSA Section 1112(e)(3)(A),(B)&(C)]:</p> <ul style="list-style-type: none"> • Inform parents on how they can be active participants in: <ul style="list-style-type: none"> ○ Assisting their children to learn English, ○ Achieving high levels in core academic subjects, and ○ Meeting the state’s academic content and student academic achievement standards as all students are expected to meet. • Seek parent input into the development and evaluation of the LEAs’ ELL program. <ul style="list-style-type: none"> ○ Notify parents of their right to have opportunities for, regular meetings for the purpose of formulating and responding to recommendations from parents of students participating in Title I or Title III programs. 	On Going	✓	✓