*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).
* Title I, Part A Meeting [notification templates](https://www.k12.wa.us/policy-funding/grants-grant-management/closing-educational-achievement-gaps-title-i-part/parent-and-family-engagement-pfe/parent-and-family-engagement-policy-plan#dexp-accordion-item--2) 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 Evalulation | OSPI (www.k12.wa.us)](https://www.k12.wa.us/policy-funding/grants-grant-management/closing-educational-achievement-gaps-title-i-part/parent-and-family-engagement-pfe/parent-and-family-engagement-annual-evaluation)
  + Multilingual Program surveys at Family Feedback Surveys: [Multilingual Family Communication Templates | OSPI (www.k12.wa.us).](https://www.k12.wa.us/student-success/access-opportunity-education/migrant-and-multilingual-education/multilingual-education-program/multilingual-family-communication-templates)
  + The [PFE Budget Survey sample](https://www.k12.wa.us/sites/default/files/public/titlei/parentfamilyengagement/pubdocs/parentfeedbackfundingsurvey.docx), may be used to solicit parent feedback about Parent and Family Engagement funding.
* Letter templates: [Teacher/Para Qualifications Templates](https://www.k12.wa.us/policy-funding/grants-grant-management/closing-educational-achievement-gaps-title-i-part/title-i-part-staff-qualifications#dexp-accordion-item--4) | [Notice of Limited State Certification & Licensure](https://www.k12.wa.us/policy-funding/grants-grant-management/closing-educational-achievement-gaps-title-i-part/title-i-part-staff-qualifications#dexp-accordion-item--5)

LEA or School Name

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

**Madaxa I, Qaybta A Ka-qaybgalka Waalidka iyo Qoyska**

*Warsidaha Month/Year*

Insert your school/district logo here

# Ujeeddada Madaxa I, Qaybta A

waa hubinta in dhammaan carruurta ay helaan fursad caddaalad ah, loo siman yahay oo mug leh oo ay ku helaan waxbarasho tayo-sare leh kuna gaarayaan aqoonta jaangooyada tacliinta gobolka ee adag. Warsidahan waxaa loogu talagalay in aad ka hesho macluumaad muhiim ah oo ku saabsan shuruudaha war-isgaarsiinta barnaamijka ee Madaxa I, Qaybta A. Fadlan la xiriir maamulaha haddii aad jeclaan lahayd in aad hesho macluumaad dheeraad ah oo ku saabsan waxqabadyada Madaxa I, Qaybta A ama ka-qaybgalka waalidka ee iskuulka cunugaaga.

Dhagsii HERE si aad u hesho liiska Iskuullada Madaxa I, Qaybta A.

# Siyaasadda Ka-qaybgalka Waalidka iyo Qoyska

Magaca LEA’s Name | School Name wuxuu abuuray siyaasadda ka-qaybgalka waalidka iyo qoyska si loo sii wanaajiyo natiijooyinka tacliimeed ee ardayga. Siyaasaddan waxay qeexaysaa yoolasha LEA | School’s ee loogu talagalay ka-qaybgalka qoyska ee macmaha leh waxayna bixinaysaa istiraatiijiyado iyo kheyraadyo lagu xoojinayo iskaashiyada u dhaxeeya iskuullada iyo waalidiinta ee iskuullada Madaxa I. Siyaasaddu waxay muujinaysaa sida ay nooga go'an tahay in qoysasku ay ku lug yeeshaan waxbarashada carruurtooda iyo awoodsiinta Title I, Part A Schools | Our School si loo hirgeliyo istiraatiijiyadaha ka-qaybgalka qoyska ee wax-ku-oolka ah ee la jaanqaadaya yoolasha tacliimeed ee District's | School’s.

Dhagsii linkiga si aad u eegto siyaasadeenna LEA’s | School Name Iskuulka.

# Soo-koobidda Kaarka Warbixinta

Waxaad kaarkeenna warbixinta ka heli kartaa Link to LEA’s Report Card. Ma daneynaysaa in aad oggaato sida iskuulka cunugaaga uu ku ahaa qiimeynta gobolka? Sidee ayuu ahaa waxqabadka kooxaha ardayda marka loo eego iskuullada kale? Kaarka Warbixinta waxaa ku qoran macluumaad ku saabsan natiijooyinka imtixaanka, iyo sidoo kale istaatistika kale ee ku saabsan degmada iyo iskuullada. Si aad u hesho natiijooyinka LEA Name, isticmaal sanduuqa baarista oo ku qor LEA Name ka-dibna riix raadi. Si aad u hesho natiijooyinka iskuulka cunugaaga, raac tilmaamahaasi si aad u raadiso LEA Name, ka-dibna isticmaal dalabka hoos loogu dhaadhaco si aad u hesho Your School’s Name.

# Natiijooyinka Gobolka ee NAEP

Qiimeynta Qaranka ee Horumarka Waxbarashada ([NAEP](https://www.k12.wa.us/student-success/testing/national-assessment-educational-progress-naep/naep-state-results)) waa keliya qiimeynta metesha qaranka ee joogtada ah ee waxa ay ardayda Mareykanka garanayaan oo ayna ka sameyn karaan maadooyinka kala duwan. Laga soo bilaabo 2003, gobollada waxaa laga doonayaa in ay ka qaybgalaan qiimeynta NAEP ee akhriska iyo xisaabta fasallada 4aad iyo 8aad. [Natiijooyinkan](https://www.k12.wa.us/student-success/testing/national-assessment-educational-progress-naep/naep-state-results) waxaa looga warbixiyaa si sannad dhaaf ah.

# Madaxa I, Qaybta A | Barnaamijka

# Xuquuqaha | Dheefaha | Maaliyad-siinta

Your School’s Name wuxuu qabtaa kulan sannadle ah bilowga sannadka si waalidiinta loogu wargeliyo xuquuqahooda iyo dheefahooda ee waafaqsan barnaamijka Madaxa I, Qaybta A. Kulankan waxaan ku sharraxnaa barnaamijka iskuulkeenna iyo xoog-saaridda ka-qaybgalka waalidka iyo qoyska ee waxbarashada cunugooda, iyo haddii loo baahdo, waxaan codsanaynaa ra'yiga ku saabsan kharashaadka miisaaniyadda PFE. Fadlan ka dooro kullanada hoose:

**Kulan internet-ka ka dhacaya**

Taariikhda iyo waqtiga: Enter Date and Time| Linkiga: Enter Link

**Kulan qof ahaan ah**

Taariikhda: Enter Date

Waqtiga: Enter Time

Goobta: Enter Location

Si aad u hesho macluumaad dheeraad ah: Contact Information

# U-kuurgelidda Sannadlaha ah

LEA | School Name wuxuu u-kuurgelid sannadle ah ku sameeyaa waxyaabaha uu ka kooban yahay iyo taabogalnimada barnaamijkeenna Ka-qaybgalka Waalidka iyo Qoyska sannadka dhammaadkiisa. Yoolka qiimeyntan sannadlaha ah waa sii wanaajinta tayada adeegyada iyo barnaamijyada Madaxa I, Qaybta A. Waxaan u adeegsanaa waxyaabaha lagu oggaado u-kuurgeliddan sannadlaha ah diyaarinta istiraatiijiyado cusub oo lagu kordhinayo taabogalnimada barnaamijyadeenna. Sannadka inta uusan dhammaan ka hor, xusuusin ayaa loo diraa waalidiinta si ay sahanka u buuxiyaan. Naga caawi sii wanaajinta barnaamijkeenna adiga oo buuxinaya sahanka Enter Link to Surveys.

**Mid-Mid**

Haddii aad doorbidayso wada-sheekaysi shakhsiyeed, waxaan sidoo kale kugu casuumaynaa in aad kulan mid-mid ah oo la yeelato Staff Name. Waxay ku han-weyn yihiin dhageysiga waayo-aragnimadaada iyo ururinta jawaab-celintaada. Fadlan kala xiriir Staff Name Contact Information si aad u qabanqaabiso kulan adiga kugu habboon.

# Qoysaska Luuqada Badan Ku Hadla

Ra'yigaaga aad iyo aad ayuu qiimo noogu lee yahay. Waxaa naga go'an sii wanaajinta taageeradeenna loogu talagalay ardayda luuqadaha badan ku hadla ee jooga LEA’s | School Name, oo caawimaadaada ayaan u baahanahay. Fadlan waqti yar ku qaado in aad inna siiso jawaabcelintaada iyo soojeedimadaada ee loo marayo sahankeenna kooban. Jawaabcelintaadu waxay ahaan doontaa mid magac la' oo sir ah, oo waxay saameyn ku yeellan doontaa dedaalladeenna lagu wanaajinayo taageerada luuqadda, tixgelinnada dhaqanka, iyo ka-qaybgalka bulshada.

Iskaashigaaga wuxuu muhiim u yahay abuurista deegaan waxbarasho taageero leh oo loo dhan yahay oo loogu talagalay ardeydeenna oo dhan. Sahanka waxaa lagu heli karaa luuqado badan: Halkan dhagsi si aad u hesho sahanka: Insert Survey Link or Link to Surveys.

# Xaqa uu Waalidka u leeyahay in uu Codsado Aqoonta uu leeyahay Macallinka iyo Shaqaalaha Iskuulka

Dhammaan waalidiinta iyo mas'uuliyiinta waxay xaq u leeyihiin in ay codsadaan macluumaadka ku saabsan aqoonta xirfadeed ee macallinka(macallimiinta) fasalka cunugaaga. Haddii aad macluumaadkan codsato, degmada ama iskuulka ayaa kuwan soo socda kuu siin doonna sida ugu dhaqsiyaha badan ee suuragalka ah.

1. Haddii macallinka uu ka soo baxay shuruudaha shati-siinta ee gobolka ee heerka fasalka iyo maadada uu macallinka dhigayo.
2. Haddii macallinka uu wax u barayo si waafaqsan xaaladda degdegga ah ee laga dhaafay shuruudaha shati-siinta gobolka.
3. Nooca shahaaddada kuliyadda macallinka iyo culuumta shahaaddo jaamacadeed kasta.
4. Haddii cunugaaga uu adeegyada Madaxa I ka helayo dad aan xirfadlayaal ahayn oo hawsha loo igmaday, iyo haddii ay sidaa tahay, haddii dadkaasi ay ka soo baxeen shuruudaha gobolka/federaalka Xeerka Arday Kasta Wuu Guulaysanayaa.

Haddii aad jeclaan lahayd in aad codsato macluumaadkan ama aqoonta qofka aan xirfadlaha ahayn ee hawsha loo igmaday, fadlan la xiriir Name | Phone Number | Email.

# Hannaanka Cabashada Muwaadinka

Waxaan ku dhiirrigelinaynaa waalidiinta iyo iskuullada dowladda in ay ka wada shaqeeyaan xallinta walaacyada ama khilaafaadka ku saabsan barnaamijka iskuulka ama waxbarashada ardayga. Waxaa jira tallaabooyin ay waajib tahay in la raaco ka hor inta aadan cabasho u soo gudbin OSPI.

1. Raac marka hore hannaanka cabashada District’s Name: Link to Local Complaint Process Here.
2. Haddii aadan ku qancin natiijadii ka soo baxday hannaankaaga cabashada degaanka, oo aadna aaminsan tahay in sharcigu uu ku dabaqmayo barnaamijyada federaalka sida Madaxa I, Qaybta A ay ku xadgudbeen, waxaad xaq u leedahay in aad cabasho u soo gudbiso OSPI. Haddii aad rabto macluumaad dheeraad ah booqo: [Barnaamijyada Federaalka-Cabashooyinka Muwaadinka | OSPI (www.k12.wa.us)](https://www.k12.wa.us/policy-funding/grants-grant-management/closing-educational-achievement-gaps-title-i-part/citizen-complaints-federal-programs)

# Macluumaadka Xiriirka

Magaca Maamulaha ama magaca hawlwadeenka hoggaanka Madaxa I, Qaybta A ee LEA: Enter Name

Email-ka: Enter Email Address

Lambarka Teleefoonka: Enter Phone Number

Saacadaha Xafiiska ama Barta Internet-ka: Enter Dates and Links

# Naga Hel Barta Internet-ka!

Ka baro wax badan oo ku saabsan LEA | Iskuulkeenna Enter LEA or School Website Link si aad u hesho istiraatiijiyado si aad cunugaaga guriga ugu caawiso, dib-u-eegis ugu sameyso dokumentiyada dheeraadka ah, u hesho kheyraadyo, iyo si aad ra'yigaaga u dhaafto.

|  |  |
| --- | --- |
| Replace with your LEA’s or School’s scan code. | *Koodhka ku iskaan-garee telefoonka casriga ah ama tablet-ka si aad uga hesho macluumaadka ka-qaybgalka qoyska* Enter LEA’s or Schoolname*.* |