



THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK / ALBANY, NY 12234
Office of P-12 Education

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TO: District Superintendents
Superintendents of Public Schools
Charter Schools Administrators
Title I Coordinators

FROM: Roberto Reyes, State Title I Director 

DATE: October 5, 2010

SUBJECT: Selected Title I Parental Involvement Compliance Indicators to be Addressed
During The 2010-11 School Year

In response to findings identified by the US Department of Education (ED) during their May 2010 visit to New York State and questions from the field, this memo highlights selected indicators of compliance with LEA and school parental involvement (PI) requirements under Title I, Part A of the Elementary and Secondary Education Act (ESEA), as reauthorized by the No Child Left Behind Act of 2001 (NCLB). Local educational agencies (LEAs), including school districts, their schools, and charter school LEAs that receive Title I funds, must review the following guidance and ensure their compliance with funding legislation.

For more in-depth discussion of Title I parental involvement requirements, please review the New York State Education Department (SED) Parental Involvement website at <http://www.P-12.nysed.gov/nclb/programs/titleia/pi>, which provides information on LEA and school responsibilities in this area. In particular, please note that:

- A. Both School and LEA Parental Involvement (PI) Policies Are Required** – Both LEAs and Title I schools must work jointly with parents to develop LEA and school level PI policies that contain all required components as described in the enabling legislation and guidance sections in the above noted website. If the school and parents of eligible students elect to adopt an LEA level policy that contains all of the required components as their school policy, the process by which this option was elected must be formal and documentation must be maintained. The PI policies must be distributed to parents and must be evaluated annually with parents of Title I students to determine their effectiveness in improving the academic quality of the school and to identify barriers to greater parent participation. Results must be used to improve the policy and its implementation, as needed. Documentation of the annual evaluation of the policy and records of policy implementation must be maintained and available for review by SED.

- B. Board Approval of PI Policies Is Not Required by Title I** – In some instances, school board approval of parent involvement policies, which is not a Federal requirement, may slow down the process of meeting Title I requirements and may make it more difficult for schools to evaluate, revise, and make changes in their policies to meet the needs of the parents, students, LEA and schools. ED recommends that LEAs review whether or not such Title I-specific and intentionally dynamic policies need school board approval.
- C. Parent Right to Know Notifications Are Required Annually** – LEAs receiving Title I funds must annually notify parents of their right to request information regarding the qualifications of their child's teachers and whether or not their child is provided services by a paraprofessional (teaching assistant) and, if so, the teaching assistant's qualifications. Good practice in this area that is seen in a number of LEAs includes reinforcement of this notification by posting it prominently on the LEA's website in locations likely to be viewed by parents and including it in the LEA's calendar if one is used to convey policies to parents. See <http://www.P-12.nysed.gov/nclb/programs/titleia/pi> for details on the information that must be released if a request is made by a parent.
- D. Principal's Attestations Must Be Available for Review** – Please note that principals of Title I schools must annually attest in writing as to whether or not all of the school's teachers are highly qualified (currently certified in the subject areas and grade levels in which they're teaching) and whether or not all paraprofessionals are qualified. In instances in which they're not, the principal must list the teacher or teaching assistant's name, classes and certification deficiencies. Principal's Attestations must be maintained in both the school and the Central Office for viewing upon request by the public.
- E. 95% of 1% Parental Involvement Reserve Must Be Allocated to Schools to Determine Activities with Parents** – LEAs that receive a Title I allocation greater than \$500,000 must, after deducting an amount for equitable services to eligible private school students' families, distribute 95% of the remainder to Title I schools. If Title I schools and parents of their eligible children elect to return a portion or all of their funds to support district wide Title I parent activities, they may do so but documentation of the process by which this decision was reached with parents of eligible children in individual schools must be maintained.
- F. Records of Parental Involvement Expenditures Must Be Maintained** – Financial records and other evidence of PI policy implementation and legislative compliance must be maintained and available for review upon request by SED.

Should you have any additional questions or concerns regarding these matters, please consult the indicated websites for additional information or call the Title I Office at (518) 473-0295.

c: Ira Schwartz