

# Desk Audit Compliance Checklist

## Title I, Part A: Title I Parent Meeting

District/Charter: \_\_\_\_\_

Reviewer: \_\_\_\_\_

School: \_\_\_\_\_

Desk Audit Date: \_\_\_\_\_

### Date that data/documentation is available:

After annual Title I meeting has occurred

### Legislation/Regulation Authority:

Section 1118(c)(1) Each school receiving Title I funds must convene an annual meeting to inform parents of its participation in Title I, Part A and to explain the Title I, Part A requirements and their right of parents to be involved.

### Intent of the Legislation/Regulation:

LEA must meet the federal requirements to ensure that:

- parents have the necessary information to make well informed choices for their children
- parents are aware of their rights to be involved
- parents have insight into their children's education, the professional qualifications of their teachers, and the quality of the schools they attend

### Focus of Review:

Ensure that each Title I school invited parents to an annual meeting to inform them about Title I, Part A.

### Method of Assessment: (Check all that apply)

- Document Review
  - Requires district submission
  - Resides at DOE
- Data Analysis
  - Requires district submission
  - Resides at DOE
  - Telephone Interview

Required LEA Compliance Items of Title I, Part A Parent Meetings	Evidence	Compliance			Comments/Corrective Action	Corrective Action Due Date
		Yes	No	N/A		
Each Title I school has invited parents to a meeting to discuss the requirements of Title I, Part A and their right to be involved.	Copy of meeting agenda, minutes, presentation or talking points					