

Irvington Public Schools



OFFICE OF GOVERNMENT PROGRAMS

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Title I Required Documents- Guidance 2025-2026

Title I Requirement	Document, Description & Resources	Due Dates
Title I Annual Meeting	<p>The Title I Annual Parent Meeting is required under Title I law as an opportunity for schools to explain the regulations and services provided by Title I, Part A to parents/families of students who participate in Title I programs. The Title I Annual Parent Meeting requires a Google Slides presentation, agenda, flyer/invite, and sign-in sheet.</p> <ul style="list-style-type: none">• The 2024-2025 Title I Annual Parent Meeting Google Slides Presentation Template has been created and customized by the school.• The Title I Annual Parent Meeting Notification Flyer is customized and includes topics that will be covered during the meeting.• A separate flyer/invite has been shared in languages that the parents understand.• The Title I Meeting Agenda Template has been customized with a list of the order of topics during the Title I Annual Parent Meeting.• Parent Meeting sign-in roster, agenda and presentation should be available after the meeting; all documents used during the meeting will be saved and maintained at the school.	By the end of September 2025

Title I Parent and Family Engagement Policy (School Level)	<p>The Parent and Family Engagement Policy (PEEP) must be jointly developed with and distributed to parents of children participating in Title I, Part A. The policy is written with the involvement, and agreed upon by the parents that describes the requirements of SEC. 1118. PARENTAL INVOLVEMENT © through (f) as outlined in the Title I law.</p> <ul style="list-style-type: none"> • The Title I Parent and Family Engagement Policy Template has been customized by the school • Parents have been included in reviewing and providing feedback on the Parent Engagement Policy; evidence of this collaboration will be maintained by the school ie meeting minutes • The Title I Parent Engagement Policy has been shared in languages the parents understand. 	By end of September 2025
Title I School Parent Compact	<p>The Parent-School Compact is a written agreement between the school and the parents of children participating in Title I, Part A programs that identifies the activities that the parents, the entire school staff, and the students will undertake to share the responsibility for improved student academic achievement.</p> <ul style="list-style-type: none"> • The Parent-School Compact is available on the Irvington Public School District Website on each individual school's page. 	By the end of September 2025
Right to Know Letter	<p>The Right to Know Letter is a document that notifies parents at the beginning of each school year of their “rights to know” the professional qualifications of the student’s classroom teachers and paraprofessionals.</p> <ul style="list-style-type: none"> • The Rights to Know letter has been distributed to parents in languages they understand. 	By the end of September 2025
Annual School Plan	The New Jersey Annual School Planning Process is a framework for school-wide strategic planning. It should lead to the implementation of evidence-based practices and improved student performance on accountability indicators.	By August 2025