



# Title I Parents' Right to Know Notification Verification

**TO:** Department of Federal and State Programs

**FROM:** \_\_\_\_\_

**SCHOOL:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**SUBJECT: DISTRIBUTION OF TITLE I PARENTS'/GUARDIANS' RIGHT TO KNOW LETTERS**

This verifies that the Title I Parents' Right to Know letters were sent home **with students to all parents** in the appropriate languages in accordance with the requirements of the Every Student Succeeds Act [Section 1112(e)(1)(A)].

It is considered best practice to communicate with families utilizing at least three methods. I am providing supporting evidence to certify that the Parents' Right to Know letters have also been shared through: (check all that apply)

- |  |   |
|--|---|
| <input type="checkbox"/> US mail                               | <input type="checkbox"/> School website       |
| <input type="checkbox"/> Email                                 | <input type="checkbox"/> Student handbook     |
| <input type="checkbox"/> Daily planner/agenda                  | <input type="checkbox"/> School calendar      |
| <input type="checkbox"/> School newsletter                     | <input type="checkbox"/> Student registration |
| <input type="checkbox"/> "Back to School" event/Parent meeting | <input type="checkbox"/> Other _____          |
| <br><input type="checkbox"/> Other methods were not used.      |   |

Principal Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
*(Blue ink, please)*

Submit **verification** and **evidence of all methods of distribution via Pony or email\*** no later than **Friday, August 30, 2019** to:

Melissa Shea  
[melissa.shea@palmbeachschools.org](mailto:melissa.shea@palmbeachschools.org)  
 Department of Federal and State Programs  
 FHESC, Suite B-102

*\*Scanned copy must be in color*