

Title I, Part A Requirements



Overview

In accordance with the Every Student Succeeds Act (ESSA) of 2015, every Title I, Part A Schoolwide and Targeted Assistance Program is required to meet specific statutory requirements. To support districts to meet these requirements, KSDE utilizes the [KansaStar](#) platform to allow Kansas public school buildings to submit a schoolwide action plan, a targeted assistance plan, and other required documentation for review and approval.

Local Consolidated Plan Applications will not be approved until Title I, Part A requirements have been submitted.

District Level Responsibilities

- Upload required Title I, Part A documentation into the [KansaStar](#) platform for each item noted below.
- Collaborate with each Title I, Part A school in the district to develop or revise their schoolwide or targeted assistance action plan.
- Support each Title I, Part A school in developing or revising their required documentation.

Expected for ALL Districts

Note: Please reference the *Complete Forms* tab in [KansaStar](#) for sample forms.

Fall Requirements on or before **Oct. 15**

- ☐ Parents Right to Know and Report Card Notification Letter
- ☐ Current School Year District Parent and Family Engagement Policy
- ☐ Review and Approval of Building Schoolwide Action Plans and/or Targeted Assistance Plans
 - ☐ Title I, Part A Schoolwide Action Plan Review Form (review schoolwide action plan and complete district review section of form)

Spring Requirements on or before **June 15**

- ☐ District Verification of Teacher Qualification Letter
AND
- ☐ Template of Timely Notice of Teacher Qualification Letter (if all teachers met qualifications)
OR
- ☐ Issued Timely Notice of Teacher Qualification Letter(s)

Building Level Responsibilities

- Upload required Title I, Part A documentation into the [KansaStar](#) platform for each item noted below.

Expected for ALL Title I, Part A Programs

Note: Please reference the *Complete Forms* tab in [KansaStar](#) for sample forms.

Fall Requirements on or before **Sept. 30**

- ☐ Continuing Schoolwide Form

Fall Requirements on or before **Oct. 15**

- ☐ Current School Year Schoolwide Action Plan (if operating schoolwide program)
 - ☐ Schoolwide Supplemental Form (starting Fall 2026)
 - ☐ Title I, Part A Schoolwide Action Plan Review Form (complete building section of form)
- ☐ Current School Year Targeted Assistance Plan (if operating a TAS program)
- ☐ Documentation of Title I, Part A Annual Parent Informational meeting (Must include dated agendas, minutes, and sign-in sheets)
- ☐ Current Parent-School Compact (2-3 completed compacts)
- ☐ Current School Year Parent and Family Engagement Policy

Spring Requirements on or before **June 15**

- ☐ Kansas Family Engagement Survey – Version 2 (FES-2) (conduct during spring semester)
- ☐ Title I, Part A Program Staff Evaluation AND Results (conduct during spring semester)

District Due Dates:

Fall – on or before **October 15**

Spring – on or before **June 15**

Building Due Dates:

Fall – on or before **October 15**

Spring – on or before **June 15**

Title I, Part A Definitions

Parents' Right to Know and Report Card Notification Letter (ESEA Section 1112(e) and ESEA Section 1111(h)(2))

This letter is issued to notify parents that they may request information regarding the professional qualifications of their child's classroom teacher(s) and request access to their child's state assessment scores.

Districts must inform parents that notification will be provided when their child is instructed for four continuous weeks by a teacher that does not meet state grade level and content area certification.

Districts must notify parents and community members of, and provide access to, the state/district/building report cards. Examples include – Newspaper/newsletter or district/building website posting.

District & Building Parent and Family Engagement Policy (ESEA Section 1116(a)(2) and Section 1116(b)(1))

Each LEA and building that receives Title I, Part A funds shall develop jointly with, agree on with, and distribute to parents a written parent and family engagement policy. The LEA policy shall be incorporated into the District Improvement Plan and establish the district's expectations for parent and family engagement. The building policy shall describe the means for carrying out the parent and family involvement requirements. Parents shall be notified of the policies in an understandable and uniform format and, to the extent practicable, provided in a language the parents can understand.

Schoolwide Action Plan (ESEA Section 1114(b))

This plan must outline how the school building will implement the required components of a Title I, Part A Schoolwide program to ensure that all students are provided with opportunities to meet the challenging state academic standards.

Continuing Schoolwide Form

This form is used to inform KSDE of a building's intention to continue operating a schoolwide program. It includes information about the building's allocation amount, the effective practices being utilized, as well as the building's schoolwide program budget.

Schoolwide Building Supplemental Form

This form is used to inform KSDE of a schoolwide building's comprehensive needs assessment, how the use of federal, state, and local funds are coordinated to support the school improvement process, and how a school supports transitions from early childhood programs to elementary school, elementary school to middle school, and middle school to high school.

Title I, Part A Schoolwide Action Plan Review Form

District leaders should use this form to review and guide the approval process of Title I, Part A Schoolwide Action Plans. Once a district approves a schoolwide action plan, the Kansas State Department of Education will review this form as part of the KSDE monitoring process.

Targeted Assistance Plan (ESEA Section 1115(a))

This plan outlines how the building will implement the required components of a Title I, Part A Targeted Assistance program to assist eligible participating children to meet the challenging state academic standards.

District Verification of Teacher Qualification Letter

This letter is the required notification to KSDE to verify if classes were taught by staff that did or did not meet state grade level and content area certification.

Timely Notice of Teacher Qualification (ESEA Section 1112(e)(1)(A))

This letter is issued to parents to notify them that their child is instructed for four continuous weeks by a teacher that does not meet state grade level and content area certification. Each district must have a letter on file that will be sent should the situation arise.

Title I, Part A Annual Parent Informational Meeting (ESEA Section 1116(c)(1))

Each school building receiving Title I, Part A funds, schoolwide and targeted assistance, is required to convene an annual meeting. The purpose of this meeting is to inform parents and families of the school's participation in the Title I, Part A program, and the right of the parents to be involved. (ESSA Section 1116(c))

Parent School Compact (ESEA Section 1116(d))

The compact addresses the importance of communication between school and home. Signatures are the easiest way to demonstrate compliance; however, it should be noted that *a signature is an acknowledgement of receipt of the information and is not a federal requirement*.

Title I, Part A Program Staff Evaluation AND Results (ESEA Section 1114(b)(3))

The effectiveness of the Title I, Part A program must be evaluated annually by Title I, Part A staff, building classroom teachers, principals, and district administrators. The evaluation considers all aspects of the Title I, Part A program, including effectiveness of policies, involvement of parent/guardians and impact of equitable services for private school children, where applicable. The results of all evaluations should be used for planning and improving the services offered to students and families.

Title I, Part A Program Parent Evaluation AND Results (ESEA Section 1114(b)(3))

The effectiveness of the Title I, Part A program is to be evaluated annually by parents/families. The evaluation considers all aspects of the Title I, Part A program, including effectiveness of policies, involvement of parent/guardians and impact of equitable services for private school children, where applicable. The results of all evaluations should be used for planning and improving the services offered to students and families.

Beginning the 2026/2027 school year all districts and schools will be required to utilize the Kansas Family Engagement Survey vVersion 2 (FES-2) available at [DistrictTools.org](https://ksdetasn.org/kpirc/family-engagement-survey).

Additional information is available at <https://ksdetasn.org/kpirc/family-engagement-survey>, including:

- [FES -2 flyer](#)
- [FES-2 User Guide](#)
- [FES-2 FAQ's](#)

For more information, contact:

Roxanne Zillinger
Coordinator
Research and Accountability
(785) 296-7260
roxanne.zillinger@ksde.gov



Kansas State Department of Education
900 S.W. Jackson Street, Suite 102
Topeka, Kansas 66612-1212

(785) 296-3201

www.ksde.gov

The Kansas State Department of Education does not discriminate on the basis of race, color, religion, national origin, sex, disability or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the nondiscrimination policies: KSDE General Counsel, Office of General Counsel, KSDE, Landon State Office Building, 900 S.W. Jackson, Suite 102, Topeka, KS 66612, (785) 296-3201.