

Title I Meetings Resource Guides

Included below are digital resources for Local Education Agencies (LEAs) to meet Title I Meeting requirements when large group meetings are not feasible due to a health or other crisis. For more information about the requirements for Title I Annual Meetings, see IDOE's [Required Documentation for Federal Programs](#) guidance.

Resource Hubs

The following are websites housing many additional links and resources in a variety of categories pertaining to supporting Title I students in need of services in an online setting. Any fees related to the following resources may be funded through Title I grants if necessary criteria are met. For more information, contact your local Title I Program Administrator or [Federal Grants Specialist](#).

Resource	Description
Title1Admin.com	Title I resources to learn more about COVID-19 and its impact on school districts. This site is updated regularly.
TransAct ParentNotices	Subscription service provided by IDOE for LEAs to access examples of documents by required ESEA .

The following resources are to assist schools in effectively meeting and communicating with families. Any fees related to the following resources may be funded through Title I grants if necessary criteria are met. For more information, contact your local Title I Program Administrator or [Federal Grants Specialist](#).

Invitations, Agendas, and Meeting Minutes may be distributed in a variety of ways, such as hard copy via backpacks, regular mail, e-mail, SIS, Remind, newsletters, website and/or social media. Remember to keep copies for monitoring purposes.

LEAs and Schools Connecting with Families in Person

In times of social distancing, when large group gatherings are not feasible, or to ensure all families receive mandated Title I information, the following alternatives are possible.

Resource	Description
Small Group	<p>Take measures to ensure health safety concerns and social distancing, such as providing seating allowing for attendees to sit six feet apart, strong recommendation of face masks for all attendees, providing hand sanitizer, providing disinfectant wipes, and not providing shared items like snacks/bottled beverages. Multiple times would be needed to maximize the number of attendees. Multiple small groups spread across several rooms would also allow for larger numbers of families to participate at specific times that work for them. A common welcome video and slides could be within each room. If the school has a video "broadcast" system, such as used for morning announcements, could also be utilized to ensure all attendees hear the same message.</p> <p>Attendance Recording: Sign in sheet with meeting title and date. If paper/pen, provide hand sanitizer for individuals to use after writing information. Electronic sign-in via</p>

	Google form with QR code to access. List of families with check-box to indicate attendance.
One-to-One	<p>Time might be built into the Family/Teacher Conferences at the end of the first grading period. Teachers would be provided with the talking points and handouts. If families have questions the teacher is not able to answer, a common contact person would be provided to families.</p> <p>Attendance Recording: Sign in sheet with meeting title and date. If paper/pen, provide hand sanitizer for individuals to use after writing information. Electronic sign-in via Google form with QR code to access. List of families with check-box to indicate attendance.</p>

LEAs and Schools Connecting with Families Virtually

Resource	Description
Zoom Video Communications	<p>Zoom Video Communications is a remote conferencing services company that combines video conferencing, online meetings, chat, and mobile collaboration.</p> <p>Meeting can be held virtually for up to 250 participants, capable of live streaming to 10,000. Allows for open communication via chat feature. Can be recorded to allow families to view at their convenience or to review again.</p> <p>Virtual Attendance Recording: Participant Report; ask participants their name and role in the chat box--copy list and paste into another document, then save this document as attendance evidence; saving in-meeting chat as evidence</p>
Moodle	<p>Moodle is an open source learning management system.</p> <p>Title I course would need to be created. Title I information video pre-recorded and embedded within the course. Allows for comments and responses to comments for asynchronous two-way communication. Can create a certificate for families to download as their evidence of completion.</p> <p>Virtual Attendance Recording: Have activities be marked as complete after accessing. List of participants downloading the certificate of completion.</p>
Parentsquare	<p>Parentsquare is a 21st century school-home communication platform.</p> <p>Although one is not able to record or livestream via ParentSquare, video (Google Drive, Vimeo and YouTube) can be directly embedded into messages to families. Would need to be used in conjunction with a video recording or streaming application. Allows for comments and responses to comments for asynchronous two-way communication, including polls.</p> <p>Virtual Attendance Recording: Report on family reach, participation, and engagement.</p>

YouTube	<p>YouTube is a video sharing and streaming service where users can upload videos, stream live, and like and comment on videos.</p> <p>Virtual Attendance Recording: Ask participants their name and role in the chat box--copy list and paste into another document, then save this document as attendance evidence.</p>
Facebook Live	<p>A feature of Facebook that allows users to broadcast real-time video through Facebook. It is possible to choose who may view the broadcast.</p> <p>Virtual Attendance Recording: Ask participants their name and role in the chat box--copy list and paste into another document, then save this document as attendance evidence.</p>
MS Teams	<p>A digital feature allowing audio, video, and web conferences with anyone inside or outside your organization, or to go big with live events.</p> <p>Virtual Attendance Recording: Download the participant list (Note: You will need to ask attendees to provide their name and role when logging in for an accurate list).</p>
GoogleDrive	<p>Google Drive is an online files storage service that gives you 15GB of cloud storage for free. You can use it to create documents and store, share folders and files with other people. Google Drive integrates with Google other apps: Google Sheets, Google Docs, Google Slides, and more.</p> <p>Virtual Attendance Recording: Require participants to enter their name and e-mail address as a requirement to complete a Google Form, or as a participant in a Google Doc.</p>

Note: The above virtual meeting possibilities might also be utilized in similar ways for family review and input for Parent Compacts, Title I Policies, and review and evaluation of Title I Program.