

**ACTION REQUIRED  
by December 16, 2022**

**MEMORANDUM**

December 5, 2022

TO: Title I, Part A, Principals

FROM: Academic Services

SUBJECT: **ADDITIONAL 2022-2023 MANDATED TITLE I, PART A, PARENT NOTIFICATIONS**

CONTACT: Tiffany A. Green, External Funding, 713-556-6945

The Every Student Succeeds Act (ESSA) requires all Title I schools to disseminate several notifications during the school year to parents regarding the education of their children. The United States Department of Education requires school districts to stagger dissemination of these notifications throughout the year so that parents are not overwhelmed by the information.

**The notifications that must be disseminated by December 16, 2022, are:** 1) a Description and Explanation of the Curriculum used at the campus; and 2) a Description and Explanation of the Assessments.

To ensure uniformity of the notifications, templates are attached for schools to use. Please use the templates provided, since they contain the components necessary to meet federal and state requirements

Each school is responsible for inserting its school-specific information in the designated spaces on the templates and sending the notifications home by **December 16<sup>th</sup>** in the language(s) that parents can understand. Additionally, each school is responsible for uploading the parent notifications to the campus' website by **December 16, 2022**, in the language(s) appropriate for its student population. Each template contains an English, Spanish, and Vietnamese version.

**Parent notifications to be disseminated by December 16, 2022:**

- 1) **Description and Explanation of Curriculum (template provided)** – Notification must provide a description and explanation of the curriculum in use at the school.
- 2) **Description and Explanation of Assessments (template provided)** – Notification must provide a description and explanation of the forms of academic assessments used to measure student progress. Schools should include *all* assessments used at the campus.

A hard copy of each notification should be maintained at the campus and made available to parents upon request. In addition, the Department of External Funding requires that campuses maintain an electronic copy of all parent notifications that are sent home and file a hard copy in the Title I, Part A, documentation bin.

If you have questions or need additional information, contact Tiffany A. Green, Grants Administrator, at 713-556-6945 or [tgreen9@houstonisd.org](mailto:tgreen9@houstonisd.org).