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**Title I Parents’ Right to Know Notification Verification**

**2019-2020**

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

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

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

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

**SUBJECT:** **DISTRIBUTION OF** **2019-2020** **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)

 US mail School website

 Email Student handbook

 Daily planner/agenda School calendar

 School newsletter Student registration “Back to School” event/Parent meeting Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 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

Department of Federal and State Programs FHESC, Suite B-102

*\*Scanned copy must be in color*