

Title I Program Evaluation Procedure

*Title I program evaluations are conducted at the end of a program year and are intended to measure the efficacy and impact of the district's Title I program. **All aspects of the Title I program must be included in evaluation of its impact, including academic assistance provided, parent/guardian involvement activities and effectiveness of related policies, and private school services (if applicable).** Evaluation data—such as periodic and summative student assessment data—and staff and parent/guardian surveys are used to evaluate the strengths and weaknesses of the program's impact on raising student achievement and in productively involving parent/guardians in their children's education. The evaluation must reflect accountability data for the district and all Title I schools.*

The Program Evaluation Procedure describes how each school's Title I program is annually evaluated for impact on student achievement. This includes the data used, constituents consulted, process used to arrive at evaluation findings, and how these findings are utilized for planning and improvement.

This sample template is not an official Massachusetts Department of Elementary and Secondary Education document. It is provided only as an example.

Title I Program Evaluation Procedure

The effectiveness of (name of district) Title I program is evaluated annually. The evaluation considers all aspects of the Title I program, including effectiveness of policies, involvement of parent/guardians and impact of equitable services for private school children, if applicable. The following primary questions guide program evaluation: (1) Has the Title I program been effective? (2) What has worked well in the Title I program? (3) What has not worked well in the Title I program? (4) How should the Title I program be refined? The data are analyzed and the results of these analyses are used as the source of evidence to determine the answers to the four questions.

1. **Information is collected** in the form of formative and summative student performance data; surveys; attendance data; and other data from students, teachers, and administrators. Additionally, a program evaluation survey is distributed to all Title I families in Title I schools. To the extent practicable, the survey is made available in multiple languages.
2. **The data are analyzed** by the Title I Coordinator with the assistance of other staff, as needed.
3. **As necessary and appropriate, the results of the analysis are shared with Title I staff, Title I building classroom teachers, principals, district administrators, parents, and other stakeholders** to determine necessary and important changes that should be made to the Title I program to better serve its students.
4. **The results of the evaluation, including information about any changes to the Title I program, are shared** with district and school officials and distributed to all Title I families in Title I schools. To the extent practicable, the evaluation results are made available in multiple languages.