

SAMPLE LETTER FOR SCHOOLS IN A HOLDING PATTERN STILL OFFERING CHOICE AND SUPPLEMENTAL EDUCATIONAL SERVICES

NOTE TO SCHOOL AND DISTRICT PERSONNEL: (DO NOT PRINT THIS PAGE AND BRACKETED, ITALICIZED AREAS OF NOTATION THROUGHOUT THE ATTACHED TEMPLATE LETTER DESIGNATED FOR SCHOOL-SPECIFIC INFORMATION.)

When editing this template, please keep in mind that the LEA must notify the parents of all children enrolled in the identified school and explain –

- What the identification means, and how academic achievement levels at this school compare to those at other schools in the LEA and in the SEA;
- Why the school was identified and how parents can become involved in addressing the academic issues that led to the identification;
- Parents' option to transfer their child to another public school in the LEA that is not identified (More notification requirements on this aspect are listed below.); and
- The supplemental educational services available to eligible children. (More notification requirements on this aspect are listed below.)

Below is an adapted excerpt concerning notification of parents from Public School Choice, *Non-Regulatory Guidance* issued Jan. 14, 2009, by the US Department of Education, available on the Web at <http://www.ed.gov/policy/elsec/guid/schoolchoiceguid.doc>. This excerpt addresses Web requirements as well as individual parent notifications.

[Date]

Dear [School] Parent or Guardian:

Good news! I am writing to let you know that, according to 2010-2011 *[reading and/or math]* test results, our students are showing academic progress. Once [School] makes Adequate Yearly Progress (AYP) for two years in a row in *[reading and/or math]*, it will no longer be in Title I School Improvement as long as it continues to make AYP in *[reading and/or math]*.

Under the federal No Child Left Behind (NCLB) law, however, [School] must continue to offer public school choice with free transportation to all parents of students enrolled at the school. Also, the school system must offer free tutoring services to students receiving free or reduced-price lunch. (Eligible families may transfer to another school or receive free tutoring services, but not both.)

[School] receives federal Title I funds designed to help students who are not achieving at grade level in high-poverty schools. As a Title I school, [School] must make AYP or face consequences. *[List number]* of schools in our district made AYP and *[list number]* of schools in our state made AYP for 2010-2011.

Your child's options for the 2011-12 school year are to:

1. **Remain at [School]; or**
2. **Enroll in another school, designated by the district, with transportation provided; or**
3. **Remain at [School] and, if eligible, receive free tutoring services.**

More information on each of these options is below.

1. Remain at [School]

Staff members at [School] have a relationship with your child and want to continue serving your child through *[grade]*. If you want your child to remain at [School], you do not need to take additional action.

The many successes at [School] cannot be measured in one test and we appreciate your past and continued support. I am pleased that *[list accolades or school accomplishments]*.

However, we are concerned about the academic progress of all of our students. We have identified the following instructional strategies in which to focus, with district and state assistance: *[List strategies. The school must provide an explanation of how it is addressing student achievement challenges in these parent letters and to the public as well. Section 1116(b)(6); 200.38.]*

We welcome your involvement at [School]. There are many ways to participate including becoming a member of the *[Parent Teacher Association or Organization]*, offering your input to the School Improvement Team, volunteering, attending parent conferences with your child's teacher(s), making sure that your child is prepared and attends school each day, and monitoring your child's homework and class grades.

[School] will have its annual meeting to develop our Title I parent involvement policy and to review other information on [date, time, place]. The Title I district-wide parent involvement policy will be reviewed this fall and all parents are invited to be a part of that review process.

2. Enroll in another designated school [If no choice is available, see the "No Choice Available" sample letter for content to apply in this section.]

You may request a transfer for your child to attend one of the following designated schools: (1) [designated school 1] or (2) [designated school 2]. More information on these schools is enclosed and is on the Web at [insert website]. The district selected your transfer options and based that decision on [list applicable reasons.].

Please complete and return a "Request for a School Transfer" form (enclosed) for each child requesting a transfer by [date] and return to [address]. [Note: The transfer process, forms and timeframe should be reasonable, flexible, and convenient for parents and allow adequate time for parent response. The forms and process must not deter choice. If the request for transfers exceeds available funding, priority must be given to the lowest-achieving students from low-income families.] The district will respond to your request by [date] with written notice regarding your child's school assignment and transportation availability. You then will have an opportunity to communicate whether you accept the approved choice or want your child to remain at [School]. If a requested transfer is approved, your child will be allowed to attend the choice school through the [list highest grade].

If you are the parent of an exceptional child or an English language learner, please call [contact name at phone number] for the available public school choices that best meet the needs of your child. (Educational records are confidential and access is limited to school officials having a genuine need to know.)

3. Remain at [School] and receive free tutoring services

The free tutoring program for students who receive free or reduced-price lunch and choose not to transfer from [School] will be offered [outside of the regular school day or more specifically, if possible, i.e., before school, on Saturdays] by several providers.

If you will send out SES information at a later date, please indicated that here [“More information about the free tutoring and the providers will be sent out by the district or sent home with your child” or something similar] Otherwise, include the following information in your letter.

A brief description of tutoring providers and their services are [attached/listed below.] [Include the providers and a brief description of their services, qualifications and effectiveness, and location of services. Include the district’s SES transportation policy. If there is not enough funding for every child requesting services, eligible students with the greatest academic need will receive first priority.] [School] will host a parent meeting to provide information and answer questions that you may have about the free tutoring services. The parent meeting is scheduled for [time, date, place].

If your family is eligible and you would like for your child to receive these free tutoring services, please complete the “Student Enrollment Form” for each child and return the form to [School] by [date]. After receiving your request for services, the district will confirm your request. Next,

an agreement with the service provider, including specific achievement goals for your child, will be established. If you would like assistance in choosing a provider, please call *[contact name at phone number]*. (The public identity of any child who is eligible for, or receiving, these free tutoring services remains confidential until the child's parent(s) or guardian(s) gives written permission.)

If you have questions about any of these options, please call *[contact name and phone number]*. In addition, more information about public school choice and free tutoring services, also known as supplemental educational services, can be found on the Web at *[insert website]*.

We are looking forward to a year of educational success and continuous improvement for all of our students. Thank you for continuing to work with us to make sure our schools are places where every student can achieve success.

Sincerely,

Principal

cc: Superintendent, Title I Director

Enclosures: School Transfer Form; Free Tutoring Enrollment Form and SES Provider Information