

May 31, 2011

TO THE ADMINISTRATOR ADDRESSED:

SUBJECT: Title I Campuses Identified in School Improvement for School Year 2010-2011

The purpose of this letter is to provide the following information and guidance to campuses currently in the School Improvement Program (SIP). Public release of the 2011 Preliminary AYP results is scheduled for August 2011. Depending on these results, campus(es) on the attached list may either **remain** in their current stage of School Improvement, **progress** to the next stage of School Improvement, or **exit** School Improvement. Campuses identified to remain in School Improvement status must meet the requirements of the Title I School Improvement Program for the identified stage of improvement.

Under the No Child Left Behind (NCLB) Act of 2001, a Title I, Part A campus that has not met AYP for two consecutive years in the same indicator (reading, mathematics, attendance rate, or graduation rate) is subject to Title I School Improvement requirements. Similarly, a Title I, Part A campus must meet AYP for two consecutive years to exit School Improvement Status.

Campuses that exit School Improvement status are no longer eligible for SIP funding and may not obligate, encumber or expend SIP funds after the date of the AYP/SIP release indicating they met AYP status and exit from Title I School Improvement. For any funds obligated prior to exiting, the service must be *received* prior to exit.

The following documents are available on the TEA website at [http://www.tea.state.tx.us/index4.aspx?id=4459&menu\\_id=798](http://www.tea.state.tx.us/index4.aspx?id=4459&menu_id=798) to assist you in preparing for the Title I School Improvement requirements.

- Title I School Improvement Guide to Implementation
- Title I School Improvement Requirements, Stages 1-5
- School Choice Q & A Document
- Instructions for Required Parent Notification Letters
- Required Parent Notification Letter(English and Spanish) - For Campuses Who Are Able to Provide School Choice
- Required Parent Notification Letter (English and Spanish)- For Campuses Who Are Not Able to Provide School Choice
- Required Supplemental Educational Services (SES) Parent Notification Letter
- Supplemental Educational Services
- Fiscal Requirements for Title I Campuses in School Improvement
- Information related to Title I School Improvement roll forward funds, Pre-award costs, and campuses exiting SIP
- Technical Assistance to School Improvement Program (SIP) campuses provided by the School Improvement Resource Center (SIRC)

- Frequently Asked Questions (FAQ)
- Website Reporting Requirements for School Choice (Stages 1 and above)
- Website Reporting Requirements for SES (Stage 2 and above)

Implementation of SIP Stage Requirements:

- All campuses currently in SIP are required to continue implementing the SIP stage requirements they were designated in 2010-2011 until the 2011 Preliminary AYP release.
- If, following the 2011 Preliminary AYP release in August 2011, the campus misses AYP for the same indicator and progresses to an advanced stage, the campus will then be required to begin implementing the requirements for the new advanced stage.
  - It is acceptable for the campus to have revised their campus improvement plan during the late spring and summer campus planning process and to begin the school year implementing that revised plan. When the campus progresses to an advanced stage of school improvement, the campus should review the plan and include revisions only to address school improvement requirements that were not already addressed in the prior process.
- If, following the 2011 Preliminary AYP release in August 2011, the campus meets AYP, for the first time, and remains in the same stage, the campus will be required to continue implementing the requirements for that stage.
- If, following the 2011 Preliminary AYP release in August 2011, the campus meets AYP for the second consecutive year, the campus exits School Improvement status and these requirements do not apply any longer.

Parent Notification Letters:

- Campuses will be required to use the parent notification letters provided by TEA and available in both English and Spanish on the TEA web site at <http://ritter.tea.state.tx.us/nclb/titleia/sip/XXXX>. The letter provided will allow the LEA to insert only information that is specific to the campus identified for improvement. Please note that the LEA must ensure that the information entered into the letter is accurate.
- Parent notification letters and SES packets may either be mailed to parents, sent via electronic mail (campus must have a viable email address), sent home with the student, or other verifiable means of distribution. If the LEA selects any method other than mailing the letters to parents, the LEA must receive a signature of receipt which must be maintained locally for documentation purposes. TEA may conduct a validation of the signatures of receipt.
- School Choice notifications must be disseminated to parents by **July 1, 2011**, unless the campus met AYP in the 2010 AYP release for the first time and is expected to meet AYP in the 2011 release and exit School Improvement status.
- SES packets must be disseminated to parents by **August 22, 2011**.
- A copy of the parent notification letter and/or packets is required to be mailed to TEA at the time they are disseminated from the LEA to the parents. Failure to meet this parent notification deadline or failure to disseminate accurate information in the letter may cause the LEA's 2012 Initial Compliance Review (ICR) score in the NCLB desk audit process and subsequent 2012-2013 interventions to be elevated. Please mail a copy of the parent notification letter at the time it is disseminated to parents to:

Anita Villarreal, Director of Title I School Improvement  
Texas Education Agency  
1701 North Congress Avenue  
Austin, Texas 78701

School Choice Parent Notifications:

- All identified 2010-2011 SIP campuses are required to disseminate the required School Choice options on or before **July 1, 2011**, to parents and TEA, unless they might exit in August 2011
- Title I campuses being offered for school choice are only those campuses that have not missed AYP. If a Title I campus missed AYP for the first time in 2010-2011 then that campus is not eligible to be offered as a campus for school choice at this time. However, the campus may become eligible after the 2011 Preliminary AYP release if the campus meets AYP.
- Any campus not served with Title I funds is eligible to be offered for school choice, regardless of the state accountability rating or AYP status.
- If the LEA does not have two or more eligible campuses to offer for school choice before the July 1 mailing, but after the 2011 Preliminary AYP release campuses become eligible, the LEA will be required to send a follow-up school choice parent notification letter to parents and TEA prior to **August 8, 2011**, to be in compliance.
- If the LEA is still unable to offer school choice after the 2011 Preliminary AYP release, the campus will not be required to send another notification related to school choice.
- Title I campuses in School Improvement status which have met AYP in 2010 and may potentially exit School Improvement status are not required to send the parent notification until after the 2011 Preliminary AYP release. If the campus does not exit and progresses to the next stage in School Improvement, the notification must be sent to parents and TEA by **August 8, 2011**.

Supplemental Educational Services Parent Notifications:

- All SIP campuses identified in the 2011 Preliminary AYP release in Stage 2 or above are required to mail the required SES parent notification packet by **August 22, 2011**, to parents and TEA.
- All SIP campuses that also receive TTIPS grants and chose to expand SES services as part of the TTIPS grant for priority points, must implement SES as defined by federal rule and state guidance. The campus may expand the SES services by either increasing the allowable students' per-pupil allocation and increasing services or by serving additional students. The expansion of SES must occur in all three years of the TTIPS grant program, unless requested and approved differently in the TTIPS grant application. Funds for the expansion of SES for TTIPS grantees must be budgeted in the TTIPS grant application and must be in addition to the LEA's required 20% set-aside for school choice transportation and SES.

Appeals of School Improvement Designation:

Preliminary 2011 AYP data will be reported to the LEA in August 2011. Even if the LEA submits an appeal to the AYP data to the Texas Education Agency by the 2011 AYP Appeals deadline, the appropriate School Improvement stage requirements must be implemented in a timely manner both at the beginning of the school year and after receipt of the preliminary 2011 AYP results. The parent notification requirement must be implemented by the timeline discussed above.

If a campus successfully appeals the AYP designation, the LEA must allow all requests for school choice to continue, but is no longer required to provide transportation. Since the school year will already be underway, however, the LEA should give parents reasonable time to make other transportation arrangements rather than immediately terminating the transportation provision. For example, the LEA might continue to provide transportation until the semester break.

If an eligible student has exercised the option to transfer to another public school campus, and the original campus exits School Improvement, the LEA must permit the student to remain in that campus until he or she has completed the highest grade in the campus. However, the LEA is no longer obligated to provide transportation for the student after the student's campus of origin is no longer identified for school improvement, corrective action, or restructuring.

SIP Funding and Application:

The application for funding for the School Improvement Program as well as campus allocations will be posted to the NCLB website on or about September 6, 2011. The application is available only in eGrants and must be completed and submitted through the eGrants system. The application is due to TEA no later than October 21, 2011.

2011-2012 SIP campuses should complete the SIP application as soon as possible to continue their program and to expedite a Notice of Grant Award (NOGA).

A revised funding formula and campus-level allocations will be determined after the August 2011 AYP Preliminary release. All campuses, including campuses planning to appeal their August 2011 AYP designation, should complete and submit the SIP application for funding by the October 21, 2011, due date regardless of the status of any appeal.

In order to receive the SIP funding, the following requirements must be met:

1. The campus principal must participate in the School Improvement Transition Meeting in August 2011 via webinar. While these webinars provide the campuses the opportunity to prepare for the stage they anticipate to be in after the 2011 Preliminary AYP release, participation is required. LEA administrators are strongly encouraged to participate with the campus principal.
2. The campus principal, campus personnel, and LEA personnel must attend the Texas School Improvement (TSI) Conference provided by the School Improvement Resource Center (SIRC).
3. The Stage 1 campus principal must participate in TEA's required external campus administrative mentor (CAM) program. CAM services are pre-paid by TEA through the School Improvement Resource Center (SIRC) at Region XIII Education Service Center. By completing the electronic signature and submitting the Title I School Improvement Grant application for funding in eGrants, the superintendent or designee is agreeing 1) that the principal will participate in the CAM program, and 2) the CAM services will be pre-paid.
4. Campuses in Stage 2 or above must participate in TEAs required external technical assistance program (TAP). TAP services are pre-paid by TEA through the SIRC at Region XIII Education Service Center. By completing the electronic signature and submitting the Title I School Improvement Grant application for funding in eGrants, the superintendent or designee is agreeing 1) that the campus principal and staff will participate in the TAP program, and 2) the TAP services will be pre-paid.
5. Campuses in Stage 1, that have less than 100% of core academic subject area classes taught by highly qualified teachers, are required to review the campus' Highly Qualified Continuous Improvement Plan with the CAM who will provide any necessary technical assistance in revising the plan as needed.
6. Campuses in Stage 2 or above, that have less than 100% of core academic subject area classes taught by highly qualified teachers at the beginning of the school year, must submit the campus' Highly Qualified Teacher Continuous Improvement Plan to TEA by the designated deadline.
7. A district with campuses in Stage 2 or above must participate in the agency's approved evaluation of Supplemental Educational Services and must implement the state required EZSES Management System.

TEA will approve pre-award costs for any SIP-related costs not requiring specific approval incurred by the campus as of July 1, 2011, through the SIP Application submission date.

Assistance

The School Improvement Resource Center (SIRC), housed at Region XIII Education Service Center (ESC), provides schools with information, clarification, resources, and technical assistance regarding the school improvement process on behalf of TEA. SIRC will be hosting Transition Meetings during August 2011 via webinars. SIRC staff may be contacting the LEA or campus to offer further assistance.

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For information on the SIRC Introductory Meetings, TSI Conference, or technical assistance, contact SIRC through <http://www.sirctexas.net/>.

Guidance on the Title I School Improvement Program is available on the TEA NCLB web site at [http://www.tea.state.tx.us/index4.aspx?id=4459&menu\\_id=798](http://www.tea.state.tx.us/index4.aspx?id=4459&menu_id=798).

If you have questions regarding the content of this letter or the implementation of the Title I School Improvement Requirements, contact Becca Marsh in the Division of NCLB Program Coordination at [becca.marsh@tea.state.tx.us](mailto:becca.marsh@tea.state.tx.us) or via telephone at (512) 936-2256.

Sincerely

Cory Green, Senior Director  
Division of NCLB Program Coordination

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