

[Insert date (prior to August 8, 2011)]

[Insert School District's Name]

TO PARENTS OF STUDENTS ATTENDING [Insert campus name]:

Under the federal No Child Left Behind (NCLB) Act of 2001, the Texas Education Agency (TEA) is required to identify Title I, Part A campuses in need of improvement if the campus does not make adequate yearly progress (AYP) for the same indicator for two or more consecutive years. TEA has notified the Local Education Agency (LEA) in August 2011, that [Insert campus name] will be subject to Stage [Insert SIP Stage] school improvement requirements for not meeting AYP in [Insert indicator(s) (math, reading, attendance, graduation rate)] for two or more years.

The No Child Left Behind Act (P.L. 107-110) requires the LEA to notify you of this status and to provide you with the following information. Please be advised that the campus will have the opportunity to appeal this school improvement designation later this fall. However, the requirements described in this letter must be implemented for the entire school year, regardless of the outcome of the appeal.

Under the accountability provisions in the No Child Left Behind (NCLB) Act, all public school campuses, school districts, and the state are evaluated for Adequate Yearly Progress (AYP). Districts and campuses, are required to meet AYP criteria on three measures: Reading/Language Arts, Mathematics, and either Graduation Rate (for high schools and districts) or Attendance Rate (for elementary and middle/junior high schools).

If a campus that is receiving Title I, Part A funds fails to meet AYP for two consecutive years that campus is subject to certain requirements such as offering supplemental education services, offering school choice, and/or taking corrective actions. For additional information about AYP, please visit TEA's website at <http://ritter.tea.state.tx.us/ayp/>.

The LEA is required, not later than fourteen days prior to the start of school, following the identification of improvement status, to provide **all students enrolled** in the school with the option to transfer to another public school served by the LEA, which may include a public charter school that has not been identified for improvement. The School Choice option may not be applicable to Open-Enrollment Public Charter Schools or other campuses that are by design schools of choice.

Student Eligibility for School Choice: All students enrolled in a Title I, Part A campus that has been identified for improvement are eligible to exercise the school choice option. However, in providing students the option to transfer to another public school, if the district is unable to grant each parent's first choice of a new school or if the district is unable to provide transportation cost for all requests, the LEA must give **priority to the lowest achieving children from low-income families**, as determined by the LEA for the purpose of making Title I, Part A campus allocations. LEAs are required to offer the parents of each eligible student a choice of more than one school, if there is more than

one school within the LEA that has not been identified for improvement, and to take into account the parents' preference in assigning students to a new school.

An LEA is obligated to provide school choice to all students. Transferring students should be treated as students who have moved into the receiving school's attendance zone and allowed to enroll in class and other activities on the same basis as all other students at the public school.

For additional information regarding school improvement requirements, please visit the following website: http://www.tea.state.tx.us/index4.aspx?id=4459&menu_id=798. If you do not have access to the internet, please call the contact person listed at the end of this letter and this information will be provided to you.

Two key responsibilities of the Texas Education Agency are assessing public school students on what they have learned and determining district and school accountability ratings. TEA provides a variety of reports based on the results of student testing and other assessments in order for parents to be able to determine how their child's campus compares in performance to other elementary or secondary campuses in the district and the state. For additional information and to locate the reports that compare campuses and districts, please visit <http://ritter.tea.state.us/student.assessment/reporting/>.

As the parent or guardian of a student attending a campus identified for school improvement status, you have the option to request a transfer of your child to another public school within the LEA that is not identified for school improvement status. However, we are not able to offer school choice because [Insert reason for not being able to offer school choice, i.e. you are a charter school; there are not any other campuses in your district; all other campuses are in school improvement, etc.].

In lieu of not being able to offer the school choice option the campus will offer the following supplemental activities: [Insert the supplemental, additional activities that will be offered to students on your campus].

The campus will be implementing the following to address the reasons the campus has been identified for school improvement: [Insert examples such as: scientifically based researched reading activities; intensive and sustained staff professional development, etc.].

In addition, the LEA will provide the following assistance to the campus to address the reasons for identification under AYP: [Insert examples such as: assist campus staff in analyzing test data; assist the campus in increasing meaningful parental involvement activities, etc.].

You may become involved in addressing the reasons the campus is identified for improvement by assisting in the following ways: [Insert examples such as: assist the campus staff in reviewing and revising the CIP; participate in parent involvement activities that assist you in learning how to increase your child's achievement level; attend parent-teacher conferences, etc.].

Under No Child Left Behind (NCLB), when a Title I, Part A campus is identified for Stage 2, 3, 4, or 5 of the School Improvement Program (SIP), the LEA is required to arrange for the provision of Supplemental Educational Services (SES) free of charge for students from low-income families. For purposes of the School Improvement Program (SIP), **supplemental educational services are defined as free tutoring and other free supplemental academic enrichment services that are in addition to instruction provided during the school day and are of high quality, research-based, and specifically designed to increase the academic achievement of eligible children**

on the state assessment and to assist them in attaining proficiency in meeting the state's academic achievement standards. SES is not homework assistance.

SES must be implemented by the uniform school start date for new Stage 2 and above campuses and continue until the campus exits the SIP. If your student is eligible for SES, you will receive an additional letter and packet of information. Additional information on Supplemental Educational Services is available at <http://www.sirctexas.net/>.

If you have questions concerning this letter or need us to provide you with paper copies of the material referenced in the web sites, please contact [Insert contact information].

[Insert closing],

[Insert signature line]