

Requirements and Instructions for the 2012-2013 Parent Notification Letter (PNL) for Supplemental Education Services

► Campuses are required to use the parent notification letters in both English and Spanish (if needed) that are provided by the Texas Education Agency (TEA) and accessible on the TEA web site at: <http://www.tea.state.tx.us/index2.aspx?id=2147508285>

. The letter provided will only allow the LEA to insert information specific to the campus identified for improvement.

► **NEW** LEAs are required to have open enrollment instead of two separate enrollment periods.

► **NEW** LEAs are required to keep a copy of the SES parent notification letter and packet onsite to be reviewed by the campus Professional Service Provider (PSP). This is a new procedure. The SES letter and packet will not be submitted to TEA.

Statute requires an LEA to arrange for the provision of Supplemental Educational Services (SES) for **students from low-income families. The LEA must notify parents about their available choices prior to October 12, 2012, for Stage 2 or above SIP Campuses.** Parents of these students should be provided the opportunity to choose a provider from the list of approved providers that is developed and maintained by the state.

Providing this SES parent notification is required of any campus identified as Stage 2 or above in School Improvement and will be monitored by TEA through the PSP progress reports.

TEA also requires that the following parent notification information be included in the form filled spaces provided:

√ Date of notification/dissemination

√ Name of the LEA

√ Campus name

√ Selection criteria

√ Service start date

√ Sign up information

√ LEA contact name and phone number

√ Sign up deadline, if applicable, cannot be left blank. LEAs are allowed to list June 1, 2013 as the deadline since all LEAs are required to have open enrollment starting with the 2012-2013 school year. Students that are eligible may receive SES services during the summer.

Summer services may occur until the day before school starts for the 2013-2014 year.

√ LEA signature

Provide the following enclosures:

1. Provider Service Area Spreadsheet (developed from the state-approved provider list; includes providers approved to serve the LEA's geographical area)
2. Providers' One Page Summaries
3. SES State Enrollment Form

Parents have the option to select the SES provider of their choice from the list of providers serving their geographical region. The LEA may not restrict or limit the state's list of providers from which the parents may choose.

Statute requires that the LEA must promptly provide notice—in an understandable and uniform format and, to the extent practicable, in a language the parents can understand—to a parent or parents of each eligible student enrolled in a campus identified for improvement. The notice must include:

- a. Brief description of provider qualifications, including tutors' qualifications, if applicable
- b. Brief description of provider evidence of effectiveness
- c. Brief description of provider services
- d. Grade level(s) served
- e. Subject area(s) served
- f. Information on whether the provider serves students with limited English proficiency or disabilities
- g. Identification of each provider within the district or general geographic location, including providers accessible through technology, such as distance learning
- h. Where services will be provided
- i. When services will be provided
- j. Information on whether the provider will provide transportation
- k. Number of sessions offered
- l. Length of session(s)
- m. Pupil/tutor ratio

All statutory requirements listed above are accessible at the following websites and must be utilized to meet the requirements:

SES Parent Notification Letter:

<http://www.tea.state.tx.us/index2.aspx?id=2147508285>

Provider one page summaries:

http://www.tcdss.net/ses/provider_resources.html

Provider service area spreadsheet:

http://www.tcdss.net/ses/provider_resources.html

State Required SES Enrollment Form:

The enrollment form is being emailed to the LEAs to be included in the packet. If you have not received the form prior to October 1, 2012, please email Becca Marsh at becca.marsh@tea.state.tx.us

After October 12, 2012 the enrollment form will be posted at:

<http://www.tea.state.tx.us/index2.aspx?id=2147508285>