**APPENDIX C—Notification to Reallocate**

**20% set aside for school year 2012-13**

|  |  |
| --- | --- |
| Name of District: | [Insert name of district] |
| County-District Number: | [Insert county district number] |
| School Year for Reallocation: | [Insert school year for reallocation] |
| Indicate which one of the criteria in Appendix A was met by the District | [Insert Criteria A, B or C] |
| List the amount of funds originally reserved to meet the 20 percent set-aside requirement: | [Insert original 20% reservation] |
| List the amount of these funds that the LEA is unable to expend for SC/SES/Parent Outreach purposes and now intends to reallocate for other allowable activities: | [Insert amount of funds requesting to reallocate] |
| Percentage of the original 20 percent set-aside that is being reallocated: | [Insert percentage of funds from original 20% requesting to reallocate] |

|  |
| --- |
| **Certification Statement**: The LEA certifies that it has maintained documentation at the local level showing that the criterion indicated above was met before this reallocation notification was submitted to TEA. |
| **Contact information for Superintendent OR LEA Official completing and submitting this form** |
| Name: [Insert name] |
| Title: [Insert title] |
| Telephone: [Insert contact phone number] |
| Email: [Insert contact email] |

**Sample Provided for Criterion C**

**Sample Documentation: Partnering with Outside Entities and Groups**

**Dates and Activities for Each District will Differ**

|  |  |  |
| --- | --- | --- |
| DATE | EVENT | DESCRIPTION |
| July 24, 20\_\_ | Provider Fair Invitation | Emailed all eligible SES providers information about Provider Fairs at both SES campuses |
| August 1, 20\_\_ | Meeting with campus Contacts | Trained the new SES and school choice contacts at the campus |
| August 6, 20\_\_ | Campus Registration/Provider Fair | Handed out SES and school choice flyers to parents District & Campus SES persons on site to answer related questions & for enrollment purposes |
| August 8, 20\_\_ | Campus Registration/Provider Fair | Handed out SES and school choice flyers to parents District & Campus SES persons on site to answer related questions & for enrollment purposes |
| August 11, 20\_\_ | Distribution of Flyers | Flyers given to the front office and counselors at both campuses to give to parents/students wanting tutoring |
| August 11, 20\_\_ | Campus Registration/Provider Fair | Handed out SES and school choice flyers to parents District & Campus SES persons on site to answer related questions & enrollment purposes |
| August 12, 20\_\_ | Campus Registration/Provider Fair | Handed out SES and school choice flyers to parents District & Campus SES persons on site to answer related questions & enrollment purposes |
| August 13, 20\_\_ | Parent Phone Calls | Called Parents to visit with them about providers and the school choice option |
| August 14, 20\_\_ | Campus | Gave flyers to campus secretary for parent information during the year |
| August 14, 20\_\_ | Campus | Emailed all eligible SES Providers about Provider Fair/Open House at campus on September 1 |
| August 26, 20\_\_ | Campus emails | Emails out to campus staff to explain SES and SC to teachers and staff, let them know procedure and their SES contact |
| September 11, 20\_\_ | Campus Provider Fair/Open House | Handed out SES and SC flyers to parents; district and campus SES person on site to answer related questions & for enrollment purposes. |
| September 20, 20\_\_ | Campus Provider Fair/Open House | Did an all call to the parents in English and Spanish inviting them to the open house and provider fair to sign up for SES or SC |
| November 5, 20\_\_ | Campus Information Email | Email to junior high school staff about the SES program available to their students |

**Sample Provided for Criterion C**

**Sample Documentation: Partnering with Outside Entities and Groups**

**Dates and Activities for Each District will Differ**

|  |  |  |
| --- | --- | --- |
| November 6, 20\_\_ | Campus Provider Fair | Emailed all eligible providers inviting them to the Provider Fair scheduled for December 9, 20\_\_ |
| November 13, 20\_\_ | District Web –Page | All SES information posted on district web page along with past history, numbers, providers, provider information and enrollment forms. |
| December 1, 20\_\_ | All call | All call inviting parents to provider fair scheduled for December 9, 20\_\_ |
| December 2, 20\_\_ | School Web page | Provider Fair placed on web |
| December 9, 20\_\_ | Provider Fair | Handed out SES and SC flyers to parents; district and campus SES person on site to answer related questions & for enrollment purposes. |
| January 9, 20\_\_ | Letter Mail Out | School wide mail-out to eligible students about SES and SC options. |
| February 10, 20\_\_ | Email | School wide Email to campuses and parents reminding them of the free tutoring for the eligible students in science, math, and reading, who their school contact is, and where the enrollment forms re loc5ted. |
| February 11, 20\_\_ | Civic Organization | A follow-up informative meeting with civic organization about SES and to help recruit students and educate the community etc. This organization was one of our community contacts also last year |
| February 11, 20\_\_ | Community Center | Information given to Community Center about SES by Campus Parent Liaison |
| February 11, 20\_\_ | Church | Discussed with a member of the church, hanging posters and helping campus get out the SES information to students. |
| February 11, 20\_\_ | Area Businesses | Mailed out poster and flyers to display/hand out at area businesses. Received several phone calls from flyers seen in the community |
| Every 3 weeks | Progress Reports/Report Cards | Note on bottom of Progress Reports and Report Cards about Free Tutoring available. |
| Every month | SES Progress Reports | Progress Reports are emailed to the campus teacher through EZSES |