

Requirements and Instructions for the 2011-2012 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/index4.aspx?id=6515&menu_id=798. The letter provided will only allow the LEA to insert information specific to the campus identified for improvement.
- ▶ LEAs are required to disseminate two PNLs for each Stage 2 or above campus during the school year regardless of enrollment style (open enrollment versus two separate enrollment periods).
- ▶ Accordingly, LEAs are required to send a copy to TEA of each campus parent notification letter and the SES information that was disseminated to parents/guardians (at the same time they are disseminated from the LEAs to the parents/guardians).
A copy of the parent notification letters and packets must be uploaded through the NCLB Reports application on the TEA Secure Environment (TEASE), at the same time it is disseminated to the parents. This is a new procedure. In the past, a copy of the letters has been required to be mailed to TEA. Mailing the letters is no longer required.
- ▶ School Improvement Program (SIP) campuses that do not submit these notifications may cause the district's 2011 Initial Compliance Review (ICR) score in the 2012 NCLB desk audit process and subsequent Performance-Based Monitoring (PMB) interventions to be elevated.

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 August 22, 2011, 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.

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. List both enrollment periods (e.g., Initial Enrollment Period: 08/23/10 – 12/01/10; Second Enrollment Period: 02/01/11 – 07/01/11) or state "Open Enrollment" if applicable
- ✓ 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/index4.aspx?id=6515&menu_id=798

Provider one page summaries:

http://www.sirc texas.net/ses/approved_provider_applications_11_12.html

Provider service area spreadsheet:

http://www.sirc texas.net/ses/approved_provider_applications_11_12.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 August 11, please email Becca Marsh at becca.marsh@tea.state.tx.us

After August 22 the enrollment form will be posted at:

http://www.tea.state.tx.us/index4.aspx?id=6515&menu_id=798