

SAMPLE LETTER FOR SCHOOLS IN YEAR 1 HOLDING PATTERN

NOTE TO SCHOOL AND DISTRICT PERSONNEL: (DO NOT PRINT THIS PAGE AND BRACKETED, ITALICIZED AREAS OF NOTATION THROUGHOUT THE ATTACHED TEMPLATE LETTER DESIGNATED FOR SCHOOL-SPECIFIC INFORMATION. PRINT ON LEA LETTERHEAD WITH LOCAL SIGNATURE.)

When editing this template, please keep in mind that the LEA must notify the parents of all children enrolled in the identified school and explain –

- What the identification means, and how academic achievement levels at this school compare to those at other schools in the LEA and in the SEA;
- Why the school was identified and how they as parents can become involved in addressing the academic issues that led to the identification; and
- Their option to transfer their child to another public school in the LEA that is not identified.

Please keep in mind that the LEA must notify parents 14 days before the start of school (See B-1, B-2, and B-3.) and allow 14 days after notification (See B-5.) for parents to make a decision.

Below is an adapted excerpt concerning notification of parents from Public School Choice, *Non-Regulatory Guidance* issued Jan. 14, 2009, by the US Department of Education, available on the Web at <http://www.ed.gov/policy/elsec/guid/schoolchoiceguid.doc>. This excerpt addresses Web requirements as well as individual parent notifications.

School Letterhead

[Date]

Dear *[School]* Parent or Guardian:

Good news! I am writing to let you know that, according to the 2010-11 *[reading and/or math]* test results, our students are showing academic progress. Once *[School]* makes Adequate Yearly Progress (AYP) for two years in a row in *[reading and/or math]*, it will no longer be in Title I School Improvement as long as it continues to make AYP in *[reading and/or math]*.

Under the federal *No Child Left Behind* (NCLB) law, however, *[School]* must continue to offer public school choice with free transportation to all parents of students enrolled at the school.

[School] receives federal Title I funds designed to help students who are not achieving at grade level in high-poverty schools. As a Title I school, *[School]* must make AYP or face consequences.

For the 2011-12 school year, you may choose to have your child remain at *[School]* or you may enroll your child in another school, designated by the district, with transportation provided. More information on each of these options is below.

Remain at *[School]*

Staff members at *[School]* have a relationship with your child and want to continue serving your child through *[grade]*. If you want your child to remain at *[School]*, you don't need to take any additional action.

The many successes at *[School]* cannot be measured in one test and we appreciate your past and continued support. I am pleased that our school has *[list accolades or school accomplishments.]*.

However, we are concerned about the academic progress of all of our students. We have identified the following instructional strategies in which to focus, with district and state assistance: *[List strategies. The school must provide an explanation of how it is addressing student achievement challenges in these parent letters and to the public as well. Section 1116(b)(6); 200.38.]*

We welcome your involvement at *[School]*. There are many ways to participate including becoming a member of the *[Parent Teacher Association or Organization]*, offering your input to the School Improvement Team, volunteering, attending parent conferences with your child's teacher(s), making sure that your child is prepared and attends school each day, and monitoring your child's homework and class grades.

[School] will have its annual meeting to develop our parent involvement policy and to review parent rights under Title I and other information on *[date, time, place]*. The Title I district-wide parent involvement policy will be reviewed this fall and parents are invited to be a part of that review process.

Enroll your child in another designated school *[If no choice is available, see the "No Choice Available" sample letter for content to apply in this section.]*

You may request a transfer for your child to attend one of the following designated schools: (1) *[designated school 1]* or (2) *[designated school 2]*. Enclosed is more information on these schools. For even more information, you can go to www.ncreportcards.org/src/ on the Web. The district selected your transfer options and based that decision on *[list applicable reasons.]*.

Please complete and return a "Request for a School Transfer" form (enclosed) for each child requesting a transfer by *[date]* and return to *[address]*. *[Note: The transfer process, forms and timeframe should be reasonable, flexible, and convenient for parents and allow adequate time for parent response. The forms and process must not deter choice.]* The district will respond to your request by *[date]* with written notice regarding your child's school assignment and transportation availability. You then will have an opportunity to communicate whether you accept the approved choice or want your child to remain at *[School]*. If a requested transfer is approved, your child will be allowed to attend the choice school through the *[list highest grade]*. If the request for transfers exceeds available funding, priority must be given to the lowest-achieving students from low-income families.

If you are the parent of an exceptional child or an English language learner, please call *[contact name at phone number]* for the available public school choices that best meet the needs of your child. (Educational records are confidential and access is limited to school officials having a genuine need to know.)

If you have questions about these options, please call *[contact name and phone number]* or go to *[insert website]* on the Web for more information.

We are looking forward to a year of educational success and continuous improvement for all of our students. Thank you for continuing to work with us to make sure schools are places where every student can achieve success.

Sincerely,

Principal

cc: Superintendent
Title I Director

Enclosures: School Transfer Form