

## Parent/Guardian Notification – NCLB Accountability Status/NCLB School Choice (Title I Schools)

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When one of its Title I schools is identified for improvement, corrective action or restructuring the district must promptly provide certain information to the parents/guardians of each child enrolled in the school.

Each notification letter must:

- \_\_\_ Notify parents/guardians at/near beginning of school year
- \_\_\_ Be easy to understand and, to the extent practicable, in a language the parents/guardians can understand
- \_\_\_ Give the reason(s) for the school being identified for improvement, such as not meeting the MCAS participation target or one or more subgroups not meeting their Performance and Improvement targets
- \_\_\_ Inform parents/guardians that their child is eligible to attend another public school due to the school's accountability status
- \_\_\_ Name each public school that parents/guardians can select
- \_\_\_ Provide information about the academic achievement level of students at the school or schools to which their child may transfer
- \_\_\_ Inform parents/guardians that the district will provide transportation to the new school
- \_\_\_ Clearly describe procedures and timelines parents/guardians must follow in exercising choice, including contact information
- \_\_\_ If applicable, explain why the choices made available to parents/guardians may have been limited (Even if there are no schools to which students can transfer, the district must still notify parents/guardians that their child's school is identified for improvement and explain why choice options may be limited.)
- \_\_\_ Explain how parents/guardians can become involved in addressing the academic issues that led to identification

The template on the following pages is not an official Massachusetts Department of Elementary and Secondary Education document. It is provided only as an example.

(Month, day, year)

Dear Parent or Guardian:

The (*name of school*) has been identified for (*improvement, corrective action or restructuring*) in (*subject area*) for (*the aggregate or student subgroups*) under the federal No Child Left Behind Act (NCLB). This designation alone does not indicate a failing school. It highlights areas where more work is needed by principals, teachers and parents to ensure that all students are successful. Schools identified under NCLB become eligible for additional support from the school district and the state as they work together to improve teaching and learning, especially in English language arts and mathematics.

We are doing many things to improve teaching and learning in the school, including:

1. We hired a new principal, (*name*), who is committed to supporting all teachers and students
2. We appointed two full-time coaches, one each for English language arts and for mathematics, who are responsible for helping teachers improve their practices
3. We purchased a new curriculum in (*subject area*), based on scientific research and aligned to the Massachusetts Curriculum Frameworks, that we believe addresses the causes of poor student performance
4. We are providing daily after-school tutoring and homework help for students needing more support

Involving families as full partners in the education of their children is a cornerstone of NCLB. When families support learning, children are more successful in school and school success helps children become successful adults. We encourage you to become involved in helping us improve our school. Some of the ways you can become involved are:

- Attending parent-teacher meetings and other special meetings
- Serving as a volunteer in our school or district
- Encouraging other parents to become involved

For more information on participating in the school improvement process, contact (*name, title*) at (*phone number*).

Because the school receives federal Title I funds, your child is eligible to attend another public school in the district that is not identified for improvement. If you choose to transfer your child, the district will provide transportation for your child at no cost to you while your child's current school is identified for improvement.

Your child may transfer to one of the following schools in the district:

<u>School Name</u>	<u>Achievement Information</u>	
	<u>English language arts</u>	<u>Mathematics</u>
(School A)	Very high performance	Very high performance
(School B)	Very high performance	Moderate performance

We encourage you to contact our office at *(phone number)* for more information on choosing an appropriate school for your child. If you would like to transfer your child to another school, please complete the form below and send it to *(name, address)* by *(date)*.

Sincerely,

*(Name)*  
Superintendent of Schools

Si Uds. Necesitan algún documento escolar traducido a su propio idioma, por favor llamen a *(name, title)*, *(phone number)*.

Se voces precisarem de uma tradução ou maiores informações sobre nossos programas, favor ligar para: *(name, title)*, *(phone number)*.

**SCHOOL CHOICE SELECTION FORM (Complete One Form for Each Child)**

**Please Check One:**

**YES**, I would like to transfer my child, \_\_\_\_\_, to another school.

Because the district may not be able to accommodate your first choice, please put a number before the name of each school in order of preference.

\_\_\_\_\_ *School A*

\_\_\_\_\_ *School B*

**NO**, I would like to remain at the school, but I would like to participate in the school improvement process.

Name of Parent/Guardian

Phone Number

Date

Please return this form to *(name, address)* no later than *(date)*. We will contact you at the beginning of the school year about your choice. If we do not hear from you by this date, we will assume that you would your child to remain at the school.