

Sample: Letter sent to parents of ALL students who attend Title I schools identified for Phases 2-6 of improvement.

SAMPLE IDENTIFICATION/CHOICE LETTER

<Date>

<Parent>

<Address>

<City, State, Zip>

Dear <Parent>:

- 1** Your child is a student at <ABC School>. You know that your child is important to us and that we want to provide every opportunity for success.

Each school in Michigan is required to assess students every year on the <Michigan Educational Assessment Program (MEAP) tests/Michigan Merit Exam (MME)>. The results of these tests, as well as participation on the tests <or graduation rate> are used to determine whether our school is making adequate yearly progress (AYP).
- 2**
- 3** This year, <ABC School> is identified for improvement because <list reasons (be specific, e.g., only 20% of the students were proficient in reading)>. In order to address this problem, <explain what the school is doing to address the problem and how the district and MDE are helping>. You can assist our efforts by <explain how parents can be involved in addressing the academic issues that caused the school to be identified>.
- 4** Since the school is identified for improvement, the district must offer you the opportunity to transfer your child to <specify other school(s) in this district or another neighboring school>. If the district receives more applications than can be accommodated, priority will be given to the lowest-achieving children from low-income families. You will be notified by mail of your child's transfer status.
- 5** To help you decide, we have provided test information from the schools that made AYP along with <ABC School's> information so you can compare them. Based on this information, you may choose a school using the enclosed <school transfer form>. Transportation to this school will be provided. You must complete this form by <date-at least 30 days> and return it to <name and number> for consideration.
- 6** If you decide not to transfer your child and your child is eligible for free or reduced price meals, free tutoring may be available to your child. You will receive a separate letter about free tutoring.
- 7** To discuss this decision further, please call <name and number> and <he/she/they> will be happy to help you.

Sincerely,

District Official

Enclosures: School Comparison Data, <School Transfer Request Form>

CORRESPONDENCE DETAIL
A. IDENTIFICATION AND CHOICE/TRANSFER LETTER

Schools that are identified for Phase 1 of NCLB Sanctions must notify parents of the school's improvement status and the right for a student to transfer to another school. Each required component of this correspondence is identified below. Please refer to your AYP Checklist to determine which corrective actions are required for your district based on the analysis of your 2006-07 communications.

<u>Required Element:</u>	<u>Corrective Action Required</u>
A. Letter sent to parent regarding the <u>school's improvement status</u> includes the following required components:	
A-1. Explains what the identification for improvement means	Explain to parents that the district receives federal funding which makes them accountable for demonstrating adequate yearly progress. Explain how AYP is measured. Refer to paragraph 2 of the <i>Sample Identification/Choice Letter</i> .
A-2. Includes a comparison of the school, in terms of academic achievement, to other schools in the district and the State	Use the school report cards developed by MDE to provide parents with a comparison of this school's performance to other schools in the district and the State. Report card information can be found at https://oeaa.state.mi.us/ayp/ . This comparison can be attached as a chart or graph to the letter. Refer to paragraph 5 of the <i>Sample Identification/Choice Letter</i> .
A-3. Explains the reasons for identification	List and explain the reasons this school has been identified for improvement. Refer to your school report card and paragraph 3 of the <i>Sample Identification/Choice Letter</i> .
A-4. Includes a description of what the school is doing to address the problem of low achievement	Describe what the school is doing to address the problem of low achievement. Refer to paragraph 3 of the <i>Sample Identification/Choice Letter</i> .
A-5. Includes a description of what the district or state is doing to help the school address the achievement problem.	Describe what the district or State is doing to address the problem of low achievement. Refer to paragraph 3 of the <i>Sample Identification/Choice Letter</i> .
A-6. Includes information about how the parents can become involved in addressing the academic issues that caused the school to be identified for improvement	Describe what the parent can do to address the problem of low achievement. Refer to paragraph 3 of the <i>Sample Identification/Choice Letter</i> .

CORRESPONDENCE DETAIL
A. IDENTIFICATION AND CHOICE/TRANSFER LETTER (CONTINUED)

<u>Required Element:</u>	<u>Corrective Action Required</u>
A-7. Letter sent to parent regarding the <u>parents' right to transfer</u> their student to another public school includes the following required components:	
a. A list of available school(s) not identified for improvement	Include a list of available school(s) not identified for improvement which may be found at www.michigan.gov . Refer to Paragraph 3 of the <i>Sample Identification/Choice Letter</i> .
b. Notice that transportation will be provided subject to certain cost limits	Inform parents that transportation will be provided and explain cost limitations and how the district prioritizes requests to transfer. Refer to Paragraphs 4 & 5 of the <i>Sample Identification/Choice Letter</i> .
c. The academic achievement record of the school(s) to which the students may transfer	Include information that will inform parents of the academic achievement records of school(s) to which students can transfer. Refer to Paragraph 3 of the <i>Sample Identification/Choice Letter</i> .
d. Other information to help parents decide which school(s) would be best for their student(s)	Include other helpful information to assist parents in choosing a school that would be best for their student(s)
A-8. <i>(Required by schools is Phase 2 or greater only)</i> Letter explains that SES may be available to eligible students remaining in the school	Explain that students who choose not to transfer maybe eligible for SES. Ex. "If you decide not to transfer your student, he/she may be eligible for free tutoring. Contact xxx-xxx-xxx for additional information about free tutoring."