

# **New Hampshire Department of Education**



## **Instructions and Materials for the 2006-2007 School Improvement Progress Report and 2007-2008 Request for Title I School Improvement Funds**

*As required by NH RSA 193-H and Federal Law 107-110 for Schools in Need of Improvement*

### **For Title I Schools In Need of Improvement**

**Dr. Lyonel B. Tracy, Commissioner  
New Hampshire Department of Education  
101 Pleasant Street  
Concord, NH 03301  
[www.ed.state.nh.us](http://www.ed.state.nh.us)**

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**Instructions and Materials for the 2006-2007 Progress Report  
and  
Request for 2007-2008 Title I School Improvement Funds**

**Statutory Requirement and Purpose**

New Hampshire's school performance and accountability law (NH RSA 193-H) requires the development of a two-year improvement plan by any school or district officially designated in need of improvement. The statute requires the Department, at a minimum, to annually review the progress of each identified school or district and report the findings to the State Board of Education. The following citation from RSA 193-H:4 describes how this requirement shall be carried out:

*"...On or before the one-year anniversary of being designated as a school or school district in need of improvement, the commissioner shall designate a progress review team to evaluate the implementation of the improvement plans and the progress towards state performance targets. The progress review team shall deliver a report to the state board. This report shall include evidence of satisfactory implementation and progress towards state performance targets or lack thereof, and recommendations regarding future actions pursuant to subparagraph II (b)."*

To fulfill this requirement, the progress report is designed to provide the Department and State Board of Education with:

- 1) evidence of satisfactory implementation of the strategies and activities as described and approved in the school's improvement plan for the 2006-07 school year; and
- 2) evidence of progress for students scoring below proficiency.

The document also serves an additional purpose, in that it contains the instructions and materials for Title I schools to submit their 2007-2008 improvement plan and request for Title I school improvement funds.

**Report Format and Deadline**

The document is designed specifically for use by:

- Title I schools in need of improvement in one or more content areas;
- Title I schools identified for improvement in a new area in 2007-08;
- Title I schools entering or continuing in corrective action status.

All necessary instructions and forms are provided, with the exception of the OBM Form 1, which is available through your SAU office. Completed reports should be organized as follows:

- Cover Page
- 2006-07 Progress Report
- Proposed Activities for 2007-2008
- Budget Narrative and Related Budget Justification Forms
- OBM Form 1
- Parent Notification Letter
- Memorandum of Understanding
- Corrective Action Narrative (if applicable)

**Requests for 2007-2008 funding must be submitted 30 days prior to the start of project.**

**Submit completed report to:**

Kristine Braman, Title I Office  
NH Department of Education  
101 Pleasant Street  
Concord, NH 03301

[kbraman@ed.state.nh.us](mailto:kbraman@ed.state.nh.us)

**2006-2007 School Improvement Progress Report  
and  
2007-2008 Request for Title I School Improvement Funds**  
As required by NH RSA 193-H and Federal Law 107-110 for Schools in Need of Improvement

**For Title I Schools In Need of Improvement**

**SAU#:** \_\_\_\_\_

**District Name:** \_\_\_\_\_

**School Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Principal:** \_\_\_\_\_

**Tel:** \_\_\_\_\_ **Fax:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

**Contact person if different from Principal:**

**Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Tel:** \_\_\_\_\_ **Fax:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

**2006-2007 Progress Report  
Evidence of Progress: Plan Implementation**

Instructions: *For each goal listed in your approved school improvement plan, provide a status report on the strategies and activities implemented during 2006-07 to help meet that goal. Complete one form for each school improvement goal. Duplicate this page as needed.*

**AYP Area(s) of Focus**

**List the area(s) in which the school did not make Adequate Yearly Progress (AYP) for two years and was identified for school improvement:**



**Improvement Goal for 2006-07**

**State the improvement goal:**



**Implementation of Approved Strategies/Activities**

**List the strategies/activities implemented during the 2006-2007 school year to accomplish this goal:**

**Select one descriptor that best describes the status of the strategies at the end of 2006-2007:**

- Completed as planned and as described in the approved school improvement plan
- Completed as planned, with changes/refinements to certain strategies and activities
- Progressing as planned, with no changes to strategies and activities
- Progressing, with changes/refinements to certain strategies and activities
- Beginning stages of implementation
- No strategies or activities implemented

**Narrative Response**

*Describe the progress made during 2006-07 in implementing the strategies listed above. Include a description of any key factors or circumstances that resulted in a modification or change to the strategies or activities as they were originally described in the approved improvement plan.*

**(ATTACH THE NARRATIVE TO THE BACK OF THIS FORM)**

## 2006-2007 Progress Report Evidence of Progress: School Practices and Student Outcomes

**Instructions:** *Respond to the following reflective questions:*

- Are school-wide or district-wide assessments administered regularly in Reading and Mathematics, in addition to the annual state assessment? Please describe current practice in your school and district to regularly assess student learning in these areas.
- What school-wide efforts are in place or planned to provide teachers with access to and a better understanding of their students' test data and achievement gaps?
- What accomplishments can be documented during the 2006-07 school year that resulted in improved outcomes for students scoring below proficient levels in Reading and Mathematics?
- Overall, where there is greatest evidence of improvement in implementing the plan, what factors were most influential in generating change?
- Where improvement is less evident, what factors have impeded the desired change?
- Based on these outcomes, what refinements to the SINI plan are proposed for 2007-08?

**Note:** If the school's AYP status for 2007-08 now includes a new designation,\* respond to this question by stating the new designation and describing the proposed revisions to the plan as a result of the new designation.

**Note:** If the school's AYP status for 2007-08 now includes selecting a corrective action, respond to this question by completing the *Memorandum of Understanding for Schools in Corrective Action* on Pages 9-10, as well as the *Implementation Narrative* on Page 11.

\*Example of a new designation: In the 2006-07 school year, the school was identified for improvement in Reading. Based on the 2007 AYP report, the school missed AYP in Mathematics. If this is the second consecutive year the school has missed AYP in Mathematics, the school is now identified for improvement in Mathematics as well as in Reading for the 2007-08 school year.

## 2007-2008 School Improvement Plan Proposed Activities and Request for Title I Funds

**Instructions:** Use the format below to describe the proposed activities for 2007-2008. Provide sufficient detail to assist the reviewers in understanding how the activities are designed to achieve the anticipated changes/outcomes in school practice and student learning.

Duplicate this page as needed. Complete one form for each approved improvement goal.

<b>Goal</b>							<p>The following strategies will be implemented to achieve this goal <b>(check all that apply)</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Addresses teaching and learning needs of all students</li> <li><input type="checkbox"/> Addresses needs of low-achieving students</li> <li><input type="checkbox"/> Scientifically Based Research</li> <li><input type="checkbox"/> Professional Development</li> <li><input type="checkbox"/> Internal or External Technical Assistance</li> <li><input type="checkbox"/> Extended-Time Learning</li> <li><input type="checkbox"/> Parent and Community Involvement</li> <li><input type="checkbox"/> Connects to school's Title I Targeted Assistance School (TAS) or Schoolwide (SW) Plan</li> </ul>
<b>Strategy</b>							
<b>Objectives</b> (to be written as responses to the italicized questions)	<i>What <u>school practices/programs</u> will be improved/enhanced through this strategy?</i> <b>OBJECTIVE:</b>						
	<i>How will <u>student learning</u> be improved/enhanced through this strategy?</i> <b>OBJECTIVE:</b>						
<b>Proposed Activities for 2007-2008</b> <i>Describe the activities to be implemented to achieve the desired outcomes in school practices and student experiences. Provide sufficient detail regarding the purpose of each strategy and how it will be implemented.</i>	<b>Resources</b> <i>What existing and/or new resources will be used to accomplish the activity?</i>	<b>Timeline</b> <i>When will this activity begin and end?</i>	<b>Oversight</b> <i>Who will take primary responsibility/ leadership? Who else needs to be involved?</i>	<b>Monitoring (Implementation)</b> <i>What evidence will be collected to document implementation? How often and by whom?</i>	<b>Monitoring (Effectiveness)</b> <i>What evidence will be collected to assess effectiveness? How often and by whom?</i>	<b>Title I School Improvement Funds</b> <i>Include amount allocated to this activity if applicable. Provide related detail on the Budget Narrative and complete Justification Forms as applicable.</i>	

## Title I Budget Narrative for 2007-2008 Activities

**Instructions:** Use this form to provide sufficient detail regarding proposed expenditures of Title I school improvement funds. The requested budget should not exceed **\$25,000**. Categories and amounts should correspond to information provided on your attached OBM Form 1. Complete all budget justification forms in Appendix B as applicable.

Account Category	Budget Detail	
	Narrative	Total Costs
<b>Salaries and Benefits</b>  <i>Include name and title of employee if possible. Include wages by hour/week etc. Detail benefits.</i>		
<b>Contracted Services</b>  <i>Include name and title, contracted time, hourly/daily compensation and activities to be delivered.</i>		
<b>Supplies and Materials</b>  <i>Detail your purchases. Explain the connection between what you wish to purchase and the activities in your plan.</i>		
<b>Books</b>  <i>Detail your purchases. Explain the connection between what you wish to purchase and the activities in your plan.</i>		
<b>Equipment</b>  <i>Each item must be listed separately along with a justification of why you need it to support your plan.</i>		
<b>Professional Development Activities</b>  <i>Summarize your activities including the number of days, people involved and associated costs.</i>		
<b>Travel</b>  <i>Summarize your activities including the number of days, people involved and associated costs.</i>		
<b>Administration</b>  <i>Include other costs associated with supporting plan implementation.</i>		
<b>Indirect Costs</b>		

**2007-2008 School Improvement Plan  
Title I Parent Notification Requirements**

**Instructions: Before completing this section, refer to Appendix C for detailed guidance for fulfilling public school choice requirements.**

- (a) Describe the process the school will use to provide parents of each student enrolled in the school with timely written notice regarding the school's identification as a school in need of improvement. The description must demonstrate the use of dissemination strategies that make such information accessible to all parents, and to the extent practicable, is provided in a language that parents can understand.
  
- (b) Attach a copy of the parent notification letter to this page.
  
- (c) If applicable, describe the process the school has developed for parents in the event they wish to request a transfer of their child to another school within the district that is not identified for improvement. If public school choice is not applicable to your school, state "not applicable".

**2007-2008 School Improvement Plan**  
**Title I Memorandum of Understanding**  
(all schools except Schools in Corrective Action must complete this form)

The Superintendent of Schools assures the Commissioner of Education that:

- the identified school or identified district will spend not less than 10 percent of their Title I allocation for each year they are in school improvement status for the purpose of providing to the identified school's or identified district's teachers and principal(s) high-quality professional development that
  - directly addresses the academic achievement problem that caused the school or district to be identified for school improvement;
  - helps teachers and paraprofessionals meet the high-quality standards defined in section 1119 of Title I; and
  - is provided in a manner that affords staff with an increased opportunity for participating in that professional development;
- the identified school or identified district will establish annual, measurable objectives for continuous and substantial progress by each group of students enrolled;
- the identified school or identified district will incorporate, as appropriate, activities before school, after school, during the summer, and during any extension of the school year; and will
- the identified school or district will adopt policies and practices concerning the core academic subjects that have the greatest likelihood of ensuring that all groups of students in the school or district will meet the State's proficiency levels of achievement on the State's academic assessment.
- all parents receive a notification letter explaining the school's AYP status for the 2007-2008 school year and if applicable public school choice options. (Provide copy with this document.)
- Supplemental Educational Services (SES) will be provided for 2007-2008 school year, if applicable.
- the LEA will provide technical assistance to the identified school in meeting the goals and objectives described in the school improvement plan.

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**Superintendent of Schools**

---

**Date**

**2007-2008 School Improvement Plan  
Memorandum of Understanding  
For Title I Schools in Corrective Action**

The Superintendent of Schools assures the Commissioner of Education that the \_\_\_\_\_ school continues to implement **at least one of the following corrective actions** as part of their corrective action plan for the 2007-2008 school year: *(check all that apply)*

- replaced the school staff who are relevant to the failure to make AYP;
- instituted and fully implemented a new curriculum, including providing appropriated professional development for all relevant staff, that is based on scientifically based research and offers substantial promise of improving educational achievement for low-achieving students and enabling the school to make AYP;
- significantly decreased management authority at the school level;
- appointed an outside expert to advise the school on its progress toward making AYP;
- extended the school year or school day for the school
- restructured the internal organizational structure of the school.

**In addition, the Superintendent assures that:**

- the LEA shall publish and disseminate information regarding the corrective action the LEA takes at a school –
  - to the public and to the parents of each student enrolled in the school;
  - in an understandable and uniform format and, to the extent practicable, provided in a language that the parents can understand; and
  - through such means as the Internet, the media, and public agencies.

**2007-2008 School Improvement Plan  
Memorandum of Understanding  
For Title I Schools in Corrective Action (continued)**

- the identified school or identified district will spend not less than 10 percent of their Title I allocation for each year they are in school improvement status for the purpose of providing to the identified school's or identified district's teachers and principal(s) high-quality professional development that
  - directly addresses the academic achievement problem that caused the school or district to be identified for school improvement;
  - helps teachers and paraprofessionals meet the high-quality standards defined in section 1119 of Title I; and
  - is provided in a manner that affords staff with an increased opportunity for participating in that professional development;
- the identified school or identified district will establish annual, measurable objectives for continuous and substantial progress by each group of students enrolled;
- the identified school or identified district will incorporate, as appropriate, activities before school, after school, during the summer, and during any extension of the school year;
- the identified school or identified district will adopt policies and practices concerning the core academic subjects that have the greatest likelihood of ensuring that all groups of students in the school or district will meet the State's proficiency levels of achievement on the State's academic assessment;
- all parents will receive a notification letter (copy included with this document), explaining the school's AYP status for the 2007-2008 school year and, if applicable, public school choice options;
- Supplemental Educational Services (SES) will be provided for the 2007-2008 school year; and
- the LEA will provide technical assistance to the identified school in meeting the goals and objectives described in the school improvement plan.

\_\_\_\_\_  
**Superintendent of Schools**

\_\_\_\_\_  
**Date**

**2007-2008 School Improvement Plan  
Implementation Narrative  
For Title I Schools in Corrective Action**

**Instructions:** Provide a narrative which addresses how the school will implement the newly identified corrective action during the 2007-2008 school year.

Include in the description –

- how the LEA (district) is supporting the school to implement the corrective action;
- who will be involved;
- at what capacity; and
- a timeline of events.

## **APPENDIX A**

### **Title I School Improvement Funding**

#### **Purpose of the Funds:**

As part of this Revision of your original School Improvement Plan, Title I schools can apply for additional funds to support the implementation of their improvement plan activities. Funds are designed to be available to support the improvement plan and not just to expand on or augment the existing Title I program unless such changes have been identified within the improvement plan. Schools are charged to identify those activities which will have the greatest likelihood of improving the quality of the instruction for those students not meeting the State's academic standards. Requests for funds will be evaluated using these parameters.

#### **Timeframe to Apply:**

Funds **will be available** beginning **July 1, 2007 and ending on June 30, 2008**. To access funds, an OBM (Office of Business Management) Form 1 must accompany this annual progress report. The project start date may be no earlier than the date the school's progress report and request for funds have been received by the NHDOE. All activities for which you are requesting funds must occur within the approved project period.

#### **Amount of Funds Available:**

An amount not to exceed \$25,000 may be requested by a Title I school for implementation of approved activities during the above-noted project period.

#### **Review Process:**

The progress report will be reviewed by a team of reviewers selected by the NH Department of Education. The team will make recommendations to the Title I Office as to the impact and reasonableness of the use of funds. The Title I Office will then provide feedback to the school through a reviewer's checklist and will process the Form 1 after the district has submitted any necessary revisions.

#### **Use of Funds:**

As noted above, the use of the funds must be directly connected to the school's improvement plan activities. Acceptable uses of these funds include:

- providing ongoing professional development and its associated costs
- supporting parent involvement
- purchasing supplies and materials if they are closely associated/needed to support a staff development activity or changes in instructional programming
- providing expanded learning opportunities for students to reach high standards

The amount and use of funds requested must meet the test of appropriateness and reasonableness. Of course, Title I funds cannot supplant what the district must provide as part of their basic educational program.

**APPENDIX B**  
**Title I Budget Justification Forms**

**Professional Development Justification Form**

**1. Category of Title I Funds:**

- Title I Part A
- Title I School In Need of Improvement (SINI)
- Title I District in Need of Improvement (DINI)

**2. Description of the Activity:**

**3. Describe how this request is connected to the specific goals of each funding source:** *(Title I Part A- educationally disadvantaged student focused) (SINI & DINI – improvement plans)*

**4. Proposed Dates:**

- Event will take place within approved project period?  Yes
- Event will take place after this request has been approved?  Yes

**5. Participants:**

**6. Budget:** *(Include costs such as staff compensation, materials, contracted services and other related costs.*

*Proposals lacking specificity will be returned for more information.)*

**7. Evaluation Process:** *(Describe how you will evaluate the success of this activity.)*

**APPENDIX B**  
**Title I Budget Justification Forms**  
**Contracted Services Justification Form**

**1. Category of Title I Funds:**

- Title I Part A
- Title I School In Need of Improvement (SINI)
- Title I District in Need of Improvement (DINI)

**2. Name of Contractor:**

**3. Qualifications of Contractor:** *(Attach a resume in lieu of a narrative):*

**4. Compensation Rate:** *(Include total dollars and per hour/day)*

**5. Additional Expenses:**

**6. Maximum Amount of Contract:** *(Sum of compensation and expenses)*

**7. Beginning Date:**                      **Ending Date:**

**8. Services to be Provided:** *(Include a description of the services to be provided. Identify any anticipated products that will be developed as a result of the services.)*

**9. Evaluation Process:** *(Describe how you will evaluate that services have been delivered successfully.)*

**APPENDIX B**  
**Title I Budget Justification Forms**

**Equipment Justification Form**

<b>ITEM(s)</b>		<b>Number to be purchased</b>
<b>APPROXIMATE COST PER ITEM</b>		<b>Total Costs</b>
<b>LOCATION</b> <i>Where will it be used?</i>		
<b>BY WHOM</b>		
<b>PURPOSE</b> <i>How will it support the goals of your school/district improvement plan?</i>		
<b>STORAGE</b>		
<b>INVENTORY AND TRACKING</b> <i>Who will be responsible?</i>	Identify the person responsible for: Labeled with Title I equipment sticker Entering equipment on Title I Equipment Inventory Report Tracking Equipment if moved from above location Signing equipment in or out if equipment is approved for student use. Storing equipment over the summer.	

**APPENDIX C  
Public School Choice**



**Lyonel B. Tracy**  
Commissioner of Education  
Tel. 603-271-3144

**Mary S. Heath**  
Deputy Commissioner  
Tel. 603-271-7301

**STATE OF NEW HAMPSHIRE  
DEPARTMENT OF EDUCATION  
101 Pleasant Street  
Concord, N.H. 03301  
FAX 603-271-1953  
Citizens Services Line 1-800-339-9900**

July, 2007

**TO:** Superintendents of Schools  
Title I, Part A Program Managers

**FROM:** Dorothy R. Fair  
Title I State Coordinator

**RE: Submitting Parent/Guardian Letter on Public School Choice and  
Supplemental Educational Services to the NH Department of Education**

Under the *No Child Left Behind Act of 2002 (NCLB)*, each Title I school identified as “In Need of Improvement” is required to provide Public School Choice within their district’s boundaries. These schools must send notification to parents/guardians of their rights to transfer their child to a school that has not been identified as a school in need of improvement.

Non-Regulatory Guidance from the US Department of Education requires each school to provide a copy of the Public School Choice notification letter to the NH Department of Education for review. The letter must have the actual date that the letter was sent to parents/guardians and contain the required informational elements. See Attachment A for a list of the requirements.

To provide further guidance, I have also included:

- Attachment B: a sample parent notification letter;
- Attachment C: a checklist for you to use to determine that your letter includes all the required elements; and
- Attachment D: more information on school choice which includes the link to the NCLB Public School Choice Non-Regulatory Guidance.

Please note that in addition to mailing notices directly to parents/guardians, the LEA is encouraged to provide information about choice options through a broader means, including newspapers, posters and the Internet.

Copies of Public School Choice letters must be submitted no later than **November 1, 2007**, to:

Dorothy R. Fair  
New Hampshire Department of Education  
101 Pleasant Street  
Concord, NH 03301

If you have any questions regarding Public School Choice, please contact me at (603) 271-3301 or at [dfair@ed.state.nh.us](mailto:dfair@ed.state.nh.us).

## APPENDIX C

### Attachment A: Public School Choice Requirements

#### Public School Choice

The NCLB law requires LEAs to provide the opportunity to transfer to another public school to students enrolled in schools that administer Title I programs and that have been identified for improvement. The district must provide an explanation of the choice option to all parents of students enrolled in Title I schools that have been identified for school improvement, corrective action, or restructuring. The information must be provided to parents/guardians before the first day of school. This notification must be in a comprehensive, easy-to-understand format and, to the extent practicable, in a language the parents can understand.

At a minimum, this notification must include the following:

1. How the school compares academically to other schools in the LEA and the State;
2. Why the school has been identified;
3. What the school is doing to address the achievement problem;
4. What the LEA and SEA are doing to help the school to address the achievement problem;
5. How parents can be involved in addressing the achievement problem; and
6. Parents' option to transfer their child to another school, and if applicable, obtain SES. The explanation of parent options must include at a minimum:
  - Inform parents that their child is eligible to attend another public school due to the identification of the current school as in need of improvement;
  - Identify each public school that the parent can select; and
  - Include information on the academic achievement of the schools that the parent may select [34 CFR 200.37(b)(4)].

The district should also include an explanation of why the choices made available to parents may have been limited. Districts may limit the choices to those schools that have met AYP requirements that are in the same geographic area as the school that did not meet AYP requirements.

A district may provide additional information on the schools to which the student may transfer, such as a description of any special academic programs or facilities, the availability of before- or after-school programs, and the professional qualifications of teachers. Such additional information should be presented in an unbiased manner that does not seek to dissuade parents from exercising their opportunity to choose a new school. In addition to mailing notices directly to parents, the LEA must provide information about choice options through broader means, including newspapers, posters, and the Internet.

**APPENDIX C**  
**Attachment B: Sample Parent Public School Choice Letter**

Dear Parents/Guardians of \_\_\_\_\_ School:

I am writing to inform you that \_\_\_\_\_ School has been identified by the New Hampshire Department of Education as a “School in Need of Improvement” in the area of \_\_\_\_\_. This notice will also describe the school choice option parents/guardians have for their children and our plans for improved performance for all children.

In January of 2002 President Bush signed a new education law called *No Child Left Behind* (NCLB). The long-range goal of NCLB is that every child will be proficient in reading and mathematics according to a state’s academic standards. The \_\_\_\_\_ School has not made the state target goal in \_\_\_\_\_ for two consecutive years, which is why we have been identified as a School in Need of Improvement.

Under the *No Child Left Behind Act* each Title I school identified as a “School in Need of Improvement” is required to provide public school choice. For the \_\_\_\_\_ school year, you may choose from the following two schools: \_\_\_\_\_ and \_\_\_\_\_. \_\_\_\_\_ School has also been identified as a “School in Need of Improvement” and therefore is not an option.

If you would like to transfer your child to one of the two choice option schools, please let me know by submitting the attached form. The deadline for receiving this is \_\_\_\_\_. (Note to LEAs: 30 day window is recommended.) NCLB has a mandated a method for schools to use to determine how to prioritize which students can exercise school choice if we have more students requesting a transfer than we are capable of handling.

Comparative data across the district on the \_\_\_\_\_ test for the \_\_\_\_\_ grade level(s) is:

School Name	Percent of Students Substantially Below Proficient	Percent of Students Partially Proficient	Percent of Students Proficient	Percent of Students Proficient with Distinction	AYP Status In _____
Able					
Baker					
Charlie					
Davis					

Currently the school is involved in \_\_\_\_\_ initiative(s). Our school is working closely with district and NH Department of Education representatives to be able to identify key areas for improvement.

As a parent you are also a critical partner in school improvement. All of us working together will ensure the development of a successful improvement plan and improve the quality of the education we provide for all of our students. If you are interested in helping in the improvement process, please let me know by calling the school, sending me an email or dropping into the office by \_\_\_\_\_(insert date).

I look forward to working with you to provide opportunities for success for each of our students. We anticipate that our detailed plan for improvement will be available in the school office by \_\_\_\_\_. Please contact the school if you would like us to mail you a copy.

Sincerely,

## APPENDIX C

### Attachment C: Checklist of Requirements for Parental Notification for Choice

**Content Review:** All Choice parental notification letters will be reviewed by the Title I Office to determine if the following information has been included:

- Why the school has been identified;**
- How the school compares academically to other schools in the LEA and the State;**
- What other choice options exist within the district or if the district so chooses outside of the district. Be sure to include comparative data for these schools so that parents can make an informed decision;**
- What the school is doing to address the achievement issues. (In Year 1 of school improvement this may include a description of the improvement planning process.);**
- How the parents can be involved in addressing the achievement problem; and**
- What the LEA and the State Department of Education is doing to support the school.**
- Time frame for parents to make decision was included and sufficient**

## APPENDIX C

### Attachment D: Key Facts about Public School Choice Requirements

Citations: *The No Child Left Behind Act of 2001 (NCLB) - Section 1116 (b)(6)*  
**Public School Choice Non-Regulatory Guidance** (2-6-2004)

1. Public school choice is a critical component of *NCLB* because it offers a student enrolled in a Title I school that is in need of improvement an opportunity to attend another public school, even as his or her original school is undergoing improvement.
2. Students must be given the option to transfer to other public schools, which may be charter schools, within the LEA. The choices made available to students may not include schools identified for improvement (or corrective action or restructuring) under Title I or identified by the State as persistently dangerous.
3. If more than one school that meets the requirements is available, the LEA must offer more than one choice to eligible students. LEAs should strive to provide a full menu of choices to students and parents, and must take into account parents' preferences among the choices offered [34 C.F.R. Section 200(a)(4)(ii)].
4. An LEA may not use lack of capacity to deny students the option to transfer but may take capacity into consideration in deciding which choices to make available to eligible students [34 C.F.R. 200.44(d)].
5. LEAs receiving funds under Title I are required to make choice available to all students in qualifying schools. Students who are enrolled in Title I schools are eligible to transfer to another school if their school has been identified as in: (1) school improvement; (2) corrective action; or (3) restructuring.
6. A quality public school choice plan should embody the following principles:
  - Choice is an important opportunity for parents and children.
  - Choice is an important component of the overall district educational improvement plan.
  - An overriding goal is to provide students with access to quality instruction.
  - Communication with parents is timely and thorough.
  - Information on choices is provided to parents and students in a format that is easy to understand.
  - Real choice means giving parents more than one option from which to choose.
7. The choice to attend another public school is available to all students enrolled in schools that are in their first year of school improvement status and for subsequent years that the school remains identified for improvement. Supplemental educational services are available to eligible students who are enrolled in a school in its second year of improvement and for subsequent years. When both options are available, parents have the choice of which option they would prefer for their child.

## APPENDIX C

### Attachment D: Key Facts about Public School Choice Requirements

8. An LEA must make choice available for students not later than the first day of the school year following the school year in which the LEA administered the assessments that resulted in the school being identified as in need of school improvement, corrective action, or restructuring [*Section 1116(b)(1)(E)*]. If possible, an LEA should notify parents about their available choices well before the beginning of the school year in which those choices will be available.
9. An LEA must offer choice to all students in an eligible Title I school until the school is no longer identified for improvement, corrective action, or restructuring, i.e., until the school makes AYP for two consecutive years.
10. All students enrolled in Title I schools identified for school improvement, corrective action, or restructuring are eligible to transfer to another public school (which may be a charter school) that is not in school improvement.
11. The LEA must give *all* students in a school identified for improvement the opportunity to transfer to another public school. In implementing this option to transfer, however, there may be circumstances in which the LEA needs to give priority to the lowest-achieving children from low-income families [*Section 1116(b)(1)(E)(ii)*]. For example, if not all students can attend their first choice of schools, an LEA would give first priority in assigning spaces to the low-achieving low-income students. Similarly, if an LEA does not have sufficient funding to provide transportation to all students who wish to transfer, it would apply this priority in determining which students can receive transportation.
12. An LEA must provide an explanation of the choice option to all parents of students enrolled in Title I schools that have been identified for school improvement, corrective action, or restructuring. This notification must be in a comprehensive, easy-to-understand format and, to the extent practicable, in a language the parents can understand. At a minimum, this notification must:
  - Inform parents that their child is eligible to attend another public school due to the identification of the current school as in need of improvement;
  - Identify each public school, which may include charter schools, that the parent can select;
  - Include information on the academic achievement of the schools that the parent may select [*34 C.F.R. 200.37(b)(4)*].
13. The LEA should also include an explanation of why the choices made available to parents may have been limited.

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14. An LEA may provide additional information on the schools to which the student may transfer, such as a description of any special academic programs or facilities, the availability of before- or after-school programs, and the professional qualifications of teachers. Such additional information should be presented in an unbiased manner that does not seek to dissuade parents from exercising their opportunity to choose a new school.
15. In addition to mailing notices directly to parents, the LEA must provide information about choice options through broader means, including newspapers, posters, and the Internet.
16. District officials should urge parents to consult a variety of sources for information about the schools that are available to accept transfer students. These sources of information might include other parents, the local media, school visits and information available on school performance report cards. Parents should match the strengths of a particular school with the needs of their child, so that the child will be able to receive appropriate instruction geared toward improving his or her academic achievement.
17. An LEA might set different timelines for parents to make their decisions on choice, depending on the circumstances in the LEA and its schools. For example, the LEA might permit parents to exercise choice at various times during the school year (e.g., in the spring of the prior school year, at the beginning of the school year, and at the beginning of the second semester). Alternatively, the LEA may establish a “window” during which parents must exercise their choice option. Whatever the case, the LEA must set a reasonable deadline by which parents must apply and ensure that the parents have sufficient time and information to make an informed decision about selecting a school. The LEA should work with parents to ensure that they have ample information and time to take advantage of the opportunity to choose a different public school for their child.
18. Parents must be notified that their child’s school is identified for improvement even if there are no schools to which students can transfer.

To access the complete guidance on public school choice – click on the following link:  
<http://www.ed.gov/policy/elsec/guid/schoolchoiceguid.doc>