May 28, 2010

TO THE ADMINISTRATOR ADDRESSED:

SUBJECT: Title I Campuses Identified in School Improvement for School Year 2009-2010

The purpose of this letter is to provide the following information and guidance to campuses currently in the School Improvement Program (SIP). Public release of the 2010 Preliminary AYP results is scheduled for August 2010. Depending on these results, campus(es) on the attached list may either **remain** in their current stage of School Improvement, **progress** to the next stage of School Improvement, or **exit** School Improvement. Identified campuses must meet the requirements of the Title I School Improvement Program.

Under the No Child Left Behind (NCLB) Act of 2001, a Title I, Part A campus that has not met AYP for two consecutive years in the same indicator (reading, mathematics, attendance rate, or graduation rate) is subject to Title I School Improvement requirements. Similarly, a Title I, Part A campus must meet AYP for two consecutive years to **exit** School Improvement Status.

The following documents are available on the TEA website at http://ritter.tea.state.tx.us/nclb/titleia/sip/2009-2010/sip.html to assist you in preparing for the Title I School Improvement requirements.

- Title I School Improvement Guide to Implementation
- Title I School Improvement Requirements, Stages 1-5
- School Choice Q & A Document
- Instructions for Required Parent Notification Letters
- Required Parent Notification Letter(English and Spanish) - For Campuses Who Are Able to Provide School Choice
- Required Parent Notification Letter (English and Spanish)- For Campuses Who Are Not Able to Provide School Choice
- Required Supplemental Educational Services (SES) Parent Notification Letter
- Supplemental Educational Services
- Fiscal Requirements for Title I Campuses in School Improvement:
- Technical Assistance to School Improvement Program (SIP) campuses provided by the School Improvement Resource Center (SIRC)
- Frequently Asked Questions (FAQ)

The following guidance addresses the programmatic requirements for campuses currently in SIP.

Implementation of SIP Stage Requirements:

- All campuses currently in SIP are required to continue implementing the SIP stage requirements they were designated in 2009-2010 until the 2010 Preliminary AYP release.
- If, following the 2010 Preliminary AYP release in August 2010, the campus misses AYP for the same indicator and progresses to an advanced stage, the campus will then be required to begin implementing the requirements for the new advanced stage.
- If, following the 2010 Preliminary AYP release in August 2010, the campus meets AYP, for the first time, and remains in the same stage, the campus will be required to continue implementing the requirements for that stage.
- If, following the 2010 Preliminary AYP release in August 2010, the campus meets AYP for the second consecutive year, the campus exits School Improvement status and these requirements do not apply any longer.

Parent Notification Letters:

- Campuses will be required to use the parent notification letters provided by TEA and available in both English and Spanish on the TEA web site at http://ritter.tea.state.tx.us/nclb/titleia/sip/2009-2010/sip.html. The letter provided will only allow the LEA to insert information that is specific to the campus identified for improvement. Please note that the LEA must ensure that the information entered into the letter is accurate.
- Parent notification letters and SES packets may either be mailed, sent via electronic mail (campus must have a viable email address), sent home with the student, or other verifiable means of distribution. If the LEA selects any method other than mailing the letters to parents, the LEA must receive a signature of receipt which must be maintained locally for documentation purposes. TEA may conduct a validation of the signatures of receipt.
- School Choice notifications must be disseminated to parents by **June 28, 2010,** unless the campus met AYP in the 2009 AYP release for the first time and is expected to meet AYP in the 2010 release and exit School Improvement status**.**
- SES packets must be disseminated to parents by **August 23, 2010**.
- A copy of the parent notification letter and/or packets is required to be mailed to TEA at the time they are disseminated from the LEA to the parents. Failure to meet this parent notification deadline or failure to disseminate accurate information in the letter may cause the LEA's 2011 Initial Compliance Review (ICR) score in the 2011 NCLB desk audit process and subsequent Performance-Based Monitoring (PBM) interventions to be elevated. Please mail a copy of the parent notification letter at the time it is disseminated to parents to:

  Anita Villarreal, Director of Title I School Improvement
  Texas Education Agency
  1701 North Congress Avenue
  Austin, Texas 78701

SCHOOL CHOICE:

- All identified 2009-2010 SIP campuses are required to disseminate the required School Choice options on or before **June 28, 2010**, to parents and TEA.
- Title I campuses being offered for school choice are only those campuses that have not missed AYP. If a Title I campus missed AYP for the first time in 2009-2010 then that campus is not eligible to be offered as a campus for school choice at this time. However, the campus may become eligible after the 2010 Preliminary AYP release.
- Any campus not served with Title I funds is eligible to be offered for school choice, regardless of the state accountability rating or AYP status.
- If the LEA does not have two or more eligible campuses to offer for school choice before the June 28 mailing, but after the 2010 Preliminary AYP release campuses become eligible, the LEA will be required to send a follow-up school choice parent notification letter to parents and TEA prior to **August 9, 2010**, to be in compliance.
- If the LEA is still unable to offer school choice after the 2010 Preliminary AYP release, the campus will not be required to send another notification related to school choice.
- Title I campuses in School Improvement status which have met AYP in 2009 and may potentially exit School Improvement status are not required to send the parent notification until after the 2010 Preliminary AYP release. If the campus does not exit and progresses to the next stage in School Improvement, the notification must be sent to parents and TEA by **August 9, 2010**.

SUPPLEMENTAL EDUCATIONAL SERVICES (SES) PARENT NOTIFICATIONS:
All SIP campuses identified in the 2010 Preliminary AYP release in Stage 2 or above are required to mail the required SES parent notification packet by **August 23, 2010**, to parents and TEA.

School Improvement Resource Center (SIRC) Technical Assistance:
SIRC provides schools with information, clarification, resources, and technical assistance regarding the school improvement process on behalf of TEA. SIRC will be hosting Transition Meetings during June 2010 via webinars. While these webinars provide the campuses the opportunity to prepare for the stage they anticipate to be in after the 2010 Preliminary AYP release, attendance is required.

Appeals of School Improvement Designation:
Preliminary 2010 AYP data will be reported to the LEA in August 2010. Even if the LEA submits an appeal to the AYP data to the Texas Education Agency by the 2010 AYP Appeals deadline, the appropriate School Improvement stage requirements must be implemented in a timely manner both at the beginning of the school year and after receipt of the preliminary 2010 AYP results. The parent notification requirement must be implemented by the timeline discussed above.

If a campus successfully appeals the AYP designation, the campus must allow all requests for school choice, including transportation, to continue through the end of the school year. However, if the LEA chooses to allow the student to attend the campus of choice in subsequent school years, the LEA is no longer obligated to provide transportation for the student after the end of the school year in which the student's campus of origin is no longer identified for school improvement, corrective action, or restructuring.

SIP Funding and Application:
The application for funding for the School Improvement Program as well as campus allocations will be posted to the NCLB website on September 6, 2010. The application is available only in eGrants and must be completed and submitted through the eGrants system. The application is due to TEA no later than **October 22, 2010**. Identified 2009-2010 SIP campuses should complete the SIP application as soon as possible to continue their program and to expedite a Notice of Grant Award (NOGA).

Allocations will be finalized after the August 2010 AYP Preliminary release.

All campuses, including campuses planning to appeal their August 2010 AYP designation, should complete and submit the SIP application for funding by the **October 22, 2010**, due date, regardless of the status of any appeal.

In order to receive the SIP funding, the following requirements must be met:

1. The campus principal must participate in the School Improvement Resource Center (SIRC) Transition Webinar. LEA administrators are strongly encouraged to participate with the campus principal.
2. The campus principal must participate in the School Improvement Resource Center (SIRC) Introductory Meeting. LEA administrators are strongly encouraged to participate with the campus principal
3. The campus principal and campus personnel must attend the TSI Conference provided by the School Improvement Resource Center (SIRC).
4. The Stage 1 campus principal must participate in TEAs required external campus administrative mentor (CAM) program. CAM services are pre-paid by TEA through the School Improvement Resource Center (SIRC) at Region XIII Education Service Center. By completing the electronic signature and submitting the Title I School Improvement Grant application for funding in eGrants, the superintendent or designee is agreeing 1) that the principal will participate in the CAM program, and 2) the CAM services will be pre-paid.
5. An LEA with campuses in Stage 2 or above must implement the state required EZSES Management System.
6. Campuses in Stage 2 or above must participate in TEAs required external technical assistance program (TAP). TAP services are pre-paid by TEA through the SIRC at Region XIII Education Service Center. By completing the electronic signature and submitting the Title I School Improvement Grant application for funding in eGrants, the superintendent or designee is agreeing 1) that the principal will participate in the TAP program, and
   2) the TAP services will be pre-paid.
7. Campuses in Stage 1, that have less than 100% of core academic subject area classes taught by highly qualified teachers, are required to review the campus' Highly Qualified Continuous Improvement Plan with the CAM who will provide any necessary technical assistance in revising the plan as needed.
8. Campuses in Stage 2 or above, that have less than 100% of core academic subject area classes taught by highly qualified teachers at the beginning of the school year, must submit the campus' Highly Qualified Teacher Continuous Improvement Plan to TEA by the designated deadline.

9. A district with campuses in Stage 2 or above must participate in the agency's approved evaluation of Supplemental Educational Services.

TEA will approve pre-award costs for any SIP-related costs not requiring specific approval incurred by the campus as of July 1, 2010 through the SIP Application submission date.

For information on the SIRC Introductory Meetings, TSI Conference, or technical assistance, contact SIRC through http://www.esc13.net/statewide/sirc/index.html.

Guidance on the Title I School Improvement Program is available on the TEA NCLB web site at http://ritter.tea.state.tx.us/nclb/titleia/sip/2009-2010/sip.html .

If you have questions regarding the content of this letter or the implementation of the Title I School Improvement Requirements, contact Ms. Becca Marsh in the Division of NCLB Program Coordination at NCLBSIP@tea.state.tx.us or via telephone at (512) 936-2256.

Sincerely,

Gene Lenz
Deputy Associate Commissioner
for Special Programs

GL/cg
Enclosures