1. Address all statutory requirements.

Under Title III, Part A, Section 3302 of the Elementary and Secondary Education Act (ESEA), a local education agency (LEA) that receives Title III funds is required to notify the parents of limited English proficient (LEP) students if the LEA did not meet all Annual Measurable Achievement Objectives (AMAOs) Please ensure that your LEA's parental notification meets all requirements as per federal statute —

a) Provide the AMAOs parental notification separate from any other parental notifications.

b) Send notification to the parents of all LEP students in your LEA.

c) Provide notification in an understandable and uniform format and, to the extent practicable, in a language the parents can understand.

d) Inform parents that the LEA did not meet all AMAOs.

e) Send notification to parents within 30 days of receiving notification from the state. Thus, the LEA must provide parental notification related to AMAOs for the 2011-2012 school year **no later than December 17, 2012**.

2. Use the TEA sample letter.

The Texas Education Agency (TEA) has provided a sample parental notification letter, in English and Spanish, for LEAs to use as follows in meeting parental notification requirements.

a) Access the Sample Parental Notification Letter online at www.elltx.org.

b) Use the sample letter as a guide in developing letters specific to your LEA.

c) At a minimum, the LEA's notification letters must contain the information referenced in the samples provided by TEA.

d) Though not required, you may choose to include additional information.

3. Maintain documentation.

Be sure to document what was used for the AMAOs parental notification and when it was provided.

a) Documentation should serve as evidence that parental notification was provided with the necessary information and within the 30-day time period.

b) Do not submit documentation to TEA, unless it is requested at a later date. Simply maintain documentation locally at your LEA.

c) Though it is up to the LEA to decide how it will document compliance with this requirement, one example to consider is to retain a dated copy of the parent letter, possibly even a postal mailing receipt indicating the date mail out occurred.

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