

SAMPLE INDEPENDENT SCHOOL DISTRICT
2009–2010 NCLB Title I School Improvement Program
COMMUNITY OUTREACH TIMELINE

DATE	OUTREACH ACTIVITY
May 26, 2009	Parents receive notification on AYP School Choice – School Choice transfer application for 2009–2010
May 26 to July 6, 2009	Enrollment for AYP School Choice Transfer requests
July 6, 2009	Deadline for AYP School Choice Transfer requests
August 2009	Update Adequate Yearly Progress (AYP) Web page (on the External Funding Department's Web site) to help clarify parents' options regarding AYP School Choice and SES – School choice and SES information posted, including current and past history of student participation, provider information, enrollment forms (English/Spanish/Vietnamese), etc.
August 14, 2009	Deadline for students to be enrolled in their AYP School of Choice
August 24, 2009	Parents receive notification on SES – Providers' program descriptions and SES enrollment forms (English/Spanish/Vietnamese)
August 24, 2009 to November 24, 2009	Cycle 1 Enrollment for SES
August 24, 2009 to March 31, 2010	Segment regarding SES airs on SISD Channel – Information about SES services and how SES enrollment forms may be obtained (parent notification letter, campus, district Web site, central office)
August 24 – 28, 2009	Run SES newspaper ad in the Sample ISD Chronicle and four minority newspapers: La Información (Spanish) , Viet Nam Post (Vietnamese) , Sample Style , and Southern Chinese – Information about SES services
August 24, 2009	Community Pastors/Priests receive letter and church bulletin for SES – SES information and enrollment forms (English/Spanish/ Vietnamese) to help recruit students and educate the community
August 30, 2009	Spanish interview with Ms. So and So regarding SES airs on Channel 8 (Aprendamos Juntos Show) – Information about SES services
August 31, 2009 to September 30, 2009	Spanish interview with Ms. So and So regarding SES airs on SISD Channel (Aprendamos Juntos Show) – Information about SES services
September 1, 2009 to June 30, 2010	SES Providers are given access to school facilities by submitting to External Funding a Classroom Request Form
September 12, 2009	Reach Out To Dropouts Walk – Distribution of English/Spanish SES informational flyers and SES enrollment forms (English/Spanish/ Vietnamese) to Stages 2, 3, 4, and 5 high schools
September 14, 2009	Monthly Meeting with Providers – SES services
September 14, 2009	Monthly E-mail Update to Providers – SES services
September 16, 2009	Monthly Meeting with School Choice/SES Campus Contacts – Information provided about School Choice and SES services; distribution of SES informational DVDs, posters, flyers, enrollment forms (English/Spanish/Vietnamese)
September 24, 2009	Monthly School Choice/SES E-mail Meeting Summary to campus contacts, principals, and district personnel
September 29, 2009 to August 22, 2010	SES services for students
October 12, 2009	Monthly Meeting with Providers – SES services
October 12, 2009	Monthly E-mail Update to Providers – SES services
October 14, 2009	Report Card Statement regarding SES services (Six Week Grading Period)
October 14, 2009	Monthly Meeting with School Choice/SES Campus Contacts – Information about School Choice/SES services
October 17, 2009	Participate in the East Region's Community Fair (10:00 AM – 2:00 PM) – District and Campus SES persons on site will answer questions related to SES services, SES enrollment process/help recruit students and educate parents and community members, and distribute SES enrollment forms (English/Spanish/ Vietnamese)
October 19 – 23, 2009	Run SES newspaper ad in the Sample ISD Chronicle and - four minority newspapers: La Voz (Spanish) , Viet Nam Post (Vietnamese) , Sample ISD Defender , and Southern Chinese – Information about SES services

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October 20, 2009	Monthly School Choice/SES E-mail Meeting Summary to campus contacts, principals, and district personnel
November 2009	Update AYP Web page (on the External Funding Department's Web site) to help clarify parents' options regarding AYP School Choice and SES – School choice and SES information posted, including current and past history of student participation, provider information, enrollment forms (English/Spanish/Vietnamese), etc.
November 4, 2009	Report Card Statement regarding SES services (Four Week Grading Period)
November 9, 2009	Monthly Meeting with Providers – SES services
November 9, 2009	Monthly E-mail Update to Providers – SES services
November 11, 2009	Virtual E-mail Monthly Meeting with School Choice/SES Campus Contacts – Information about School Choice/SES services
November 12, 2009	Participate in District wide Parental Involvement Fair at Southwest Mall (9:00 AM – 12:00 PM) – District staff on site answer questions related to SES services/help recruit students and educate parents and community members and distribute SES enrollment forms (English/Spanish/Vietnamese)
November 18, 2009	Report Card Statement regarding SES services (Six Week Grading Period)
December 1 – 31, 2009	English interview with Martha Medina regarding SES airs on SISD Channel (Positively Parents Show) – Information about SES services
December 7, 2009	Central Office Blackboard Connect telephone message system sends message (in English/Spanish/Vietnamese) to parents of Stages 2, 3, 4, & 5 schools – Parents are asked to contact school principal or External Funding for more information regarding SES services
December 7, 2009	Virtual E-Mail Monthly Meeting with Providers – SES services
December 9, 2009	Monthly Meeting with SES Campus Contacts – Information about School Choice/SES services
December 18, 2009	Virtual E-mail Monthly Meeting with School Choice Campus Contacts – Information about School Choice/SES services
December 18, 2009	Monthly School SES E-mail Meeting Summary to campus contacts, principals, and district personnel
January 2010	Update AYP Web page (on the External Funding Department's Web site) to help clarify parents' options regarding AYP School Choice and SES – School choice and SES information posted, including current and past history of student participation, provider information, enrollment forms (English/Spanish/Vietnamese), etc.
January 2010	Distribution of Familias Latinas Spanish Magazine to SISD schools & Sample ISD community – Spanish article about SES services
January 5 to April 1, 2010	Cycle 2 Enrollment for SES
January 11, 2010	Central Office Blackboard Connect telephone message system sends message (in English/Spanish/Vietnamese) to parents of Stages 2, 3, 4, & 5 schools – Parents are asked to contact school principal or External Funding for more information regarding SES services
January 11, 2010	Virtual E-Mail Monthly Meeting with Providers – SES services
January 13, 2010	Report Card Statement regarding SES services (Four & Six Week Grading Periods)
January 14, 2010	Virtual E-Mail Monthly Meeting with School Choice/SES Campus Contacts – Information about School Choice/SES services

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January 23, 2010	Participate in the Easst Region's Parent Conference – Thurman Academy (9:00 AM – 12:00 PM) by presenting Spanish and English sessions entitled “ Understanding Adequate Yearly Progress (AYP) ” to parents - District staff on site answer questions related to School Choice and SES services/help recruit students and educate parents and community members and distribute SES enrollment forms (English/Spanish/Vietnamese)
January 25 – 29, 2010	Run SES newspaper ad in the Sample ISD Chronicle and four minority newspapers: La Voz (Spanish), Viet Nam Post (Vietnamese), Sample ISD Defender, and Southern Chinese – Information about SES services
January 31, 2010	Spanish interview with Ms. So and So and Miss So and So (AYP Campus Contact at CLC MS/HS) regarding SES airs on Channel 8 (Aprendamos Juntos Show) : Information about SES services
February 1 – 5, 2010	Parents receive second notification on SES – Includes SES Provider Program Summaries and SES enrollment forms (English/Spanish/Vietnamese)
February 1 – 28, 2010	Spanish interview with Ms. So and So and Miss So and So (AYP Campus Contact at CLC MS/HS) regarding SES airs on SISD Channel (Aprendamos Juntos Show) – Information about SES services
February 8, 2010	Central Office Blackboard Connect telephone message system sends message (in English/Spanish/Vietnamese) to parents of Stages 2, 3, 4, & 5 schools – Parents are asked to contact school principal or External Funding for more information regarding SES services
February 8, 2010	Monthly Meeting with Providers – SES services
February 8, 2010	Monthly E-mail Update to Providers – SES services
February 10, 2010	Monthly Meeting with School Choice/SES Campus Contacts – Information provided about School Choice/SES services; distribution of SES informational DVDs, posters, flyers, enrollment forms (English/Spanish/Vietnamese)
February 12, 2010	Monthly School Choice/SES E-mail Meeting Summary to campus contacts, principals, and district personnel
March 2010	Update AYP Web page (on the External Funding Department's Web site) to help clarify parents' options regarding AYP School Choice and SES – School choice and SES information posted, including current and past history of student participation, provider information, enrollment forms (English/Spanish/Vietnamese), etc.
March 1, 2010	Central Office Blackboard Connect telephone message system sends message (in English/Spanish/Vietnamese) to parents of Stages 2, 3, 4, & 5 schools – Parents are asked to contact school principal or External Funding for more information regarding SES services
March 1 – 5, 2010	Run SES Newspaper ad in the Sample ISD Chronicle and four minority newspapers: La Voz (Spanish), Viet Nam Post (Vietnamese), Sample ISD Defender, and Southern Chinese - Information about SES services
March 3, 2010	Report Card Statement regarding SES services (Six Week Grading Period)
March 8, 2010	Virtual E-Mail Monthly Meeting with Providers – SES services
March 10, 2010	Virtual E-Mail Monthly Meeting with School Choice/SES Campus Contacts – Information about School Choice/SES services
March 29, 2010	Monthly Meeting with only New Providers – SES services
March 31, 2010	Report Card Statement regarding SES services (Four Week Grading Period)
April 1, 2010	Cycle 2 Enrollment for SES ends

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April 5, 2010	Virtual E-Mail Monthly Meeting with Providers – SES services
April 7, 2010	Virtual E-Mail Monthly Meeting with School Choice/SES Campus Contacts – Information about School Choice/SES services
May 2010	AYP School Choice Renewal letters mailed to parents of students on current AYP school choice transfer
May 10, 2010	Virtual E-Mail Monthly Meeting with Providers – SES services
May 12, 2010	Monthly Meeting with School Choice/SES Campus Contacts – Information about School Choice/SES services
May 14, 2010	Monthly School Choice/SES E-mail Meeting Summary to campus contacts, principals, and district personnel
May 24, 2010	2010–2011 AYP School Choice Parent Notification mailed – Includes School Choice transfer application
May 24, 2010	AYP School Choice <i>Potential Bus Transportation Status Change</i> letter mailed – Letter to parents of students on current AYP transfer to schools that could possibly exit AYP at the end of 2009–2010 school year.
May 26 to June 28, 2010	Enrollment period for 2010–2011 AYP School Choice
June 2010	Update AYP Web page (on the External Funding Department's Web site) to help clarify parents' options regarding AYP School Choice and SES – School choice and SES information posted, including current and past history of student participation, provider information, enrollment forms (English/Spanish/Vietnamese), etc.
June 7, 2010	Virtual E-Mail Monthly Meeting with Providers – SES services
June 9, 2010	Virtual E-Mail Monthly Meeting with School Choice/SES Campus Contacts – Information about School Choice/SES services
July 26 – 30, 2010	AYP School Choice – Acceptance letters mailed to parents
August 2, 2010	Virtual E-Mail Monthly Meeting with Providers – SES services
August 13, 2010	Deadline date for students to enroll in new AYP school of choice
August 22, 2010	SES services end for students