

### Requirements for the Parent Notification Letter on School Choice

► Campuses are required to use the parent notification letters provided by the Texas Education Agency (TEA) and available on the TEA web site at [http://www.tea.state.tx.us/index4.aspx?id=4459&menu\\_id=798](http://www.tea.state.tx.us/index4.aspx?id=4459&menu_id=798) in both English and Spanish. The letter provided will only allow the LEA to insert information specific to the campus identified for improvement.

► Additionally, parent notification letters are required to be mailed to TEA **at the time they are disseminated from the LEA to the parents**. Failure to mail the letter to TEA at the same time may cause the LEA's 2012 Initial Compliance Review (ICR) score in the 2012 NCLB desk audit process and subsequent Performance-Based Monitoring (PBM) interventions to be elevated. Please mail to:

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

### Instructions for Parent Notification Letter for Campuses That Are ABLE to Offer School Choice

Statute requires that an LEA must make choice available for students not later than 14 days prior to the uniform school start date of the school year following the school year in which the LEA administered the assessments that resulted in the campus being identified as in need of school improvement, corrective action, or restructuring [Section 1116(b)(1)(E)]. **The LEA must notify parents about their available choices by August 8, 2011.**

Ensure parents are provided the name(s) of the campus AND the academic achievement level of the campus(es) available for school choice.

Be specific when providing the contact information for parents to call in your district to get additional information regarding school choice. Include the timeline that the parents have in order to make their choice.

Statute requires that the LEA must promptly provide notice—in an understandable and uniform format and, to the extent practicable, in a language the parents can understand—to a parent or parents of each student enrolled in a campus identified for improvement—

- a) an explanation of what the status means;
- b) the reasons for the status;
- c) an explanation of the parents' option to transfer their child to another public school;
- d) how the campus compares in terms of academic achievement to other elementary campuses or secondary campuses served by the LEA and the state;
- e) an explanation of what the campus is doing to address the problem of low achievement;
- f) an explanation of what the LEA is doing to help the campus address the achievement problem;
- g) an explanation of how the parents can become involved in addressing the academic issues that caused the campus to be identified for improvement; and

Providing this parent notification is required and will be monitored by TEA.

### Instructions for Parent Notification Letter for Campuses That Are UNABLE to Offer School Choice

Statute requires that an LEA must make choice available for students not later than 14 days prior to the uniform school start date of the school year following the school year in which the LEA administered the assessments that resulted in the campus being identified as in need of school improvement, corrective action, or restructuring [Section 1116(b)(1)(E)]. **The LEA must notify parents about their available choices by August 8, 2011.** If the LEA is unable to offer school choice the campus must still notify parents of the school choice provision and the reason why the LEA is not able to offer school choice.

In lieu of school choice, inform the parents of the supplemental educational activities that will be implemented at the campus to address the needs of the students in assisting them to meet State standards.

Statute requires that the LEA must promptly provide notice—in an understandable and uniform format and, to the extent practicable, in a language the parents can understand—to a parent or parents of each student enrolled in a campus identified for improvement—

- a) an explanation of what the status means;
- b) the reasons for the status;
- c) the reason the campus is unable to offer school choice;
- d) the supplemental education activities that will be implemented at the campus;
- e) an explanation of what the campus is doing to address the problem of low achievement;
- f) an explanation of what the LEA is doing to help the campus address the achievement problem;
- g) an explanation of how the parents can become involved in addressing the academic issues that caused the campus to be identified for improvement; and
- h) if Stage 2 or above the option for eligible students to receive Supplemental Educational Services (SES). Note that this preliminary notice for SES must be followed up with the required Supplemental Educational Services (SES) Parent Notification Letter.

Providing this parent notification is required and will be monitored by TEA.