

## School Improvement Program (SIP) Reallocation Notification for Districts with Campuses in SIP Stage 2 or above

If a district determines that they are unable to expend the full 20% obligation required for School Choice (SC), Supplemental Educational Services (SES) and/or 1% for Parent Outreach, the district is required to:

1. submit a Reallocation Notification to the Texas Education Agency (TEA)  
OR
2. expend any unused funds from the 20% set aside reported in the School Improvement Campus Compliance Report during the subsequent year on SC-related transportation, SES, and/or parent outreach, in addition to the 20% obligation for that school year.

### SIP Reallocation Processes and Procedures

Districts planning to reallocate any unspent 20% set-aside funds must carry out the processes and procedures outlined below:

1. Review and select the applicable criteria listed in Appendix A.
2. Complete and submit Appendix C— Notification to Reallocate
3. Retain records and auditable documentation on file locally showing that the required criteria were met before the reallocation notification was submitted.
4. Districts must await notification of approval from the Agency prior to reallocating funds.

The LEA assures the Agency:

- a. That the minimum required criterion, as specified in Appendix A, was met; **AND**
- b. The district agrees to retain these records, and any applicable documentation, on file.

Mail, fax or email a completed Appendix C— Notification to Reallocate, as well as supporting documentation that demonstrates compliance with the required Criterion from Appendix A to Becca Marsh with TEA at the address listed below. The LEA will receive an email notification of approval within one week.

### Texas Education Agency

Becca Marsh  
School Improvement and Support Division  
1701 N. Congress Avenue  
Austin, TX 78701  
Phone: (512) 936-2256  
Fax: (512) 936-6474  
E-mail: [becca.marsh@tea.state.tx.us](mailto:becca.marsh@tea.state.tx.us)

**APPENDIX A**

**Required Criteria for Reallocation Notification for Districts with Campuses in SIP Stages 2-5**

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- Only 1 submission per district
- Grant applicants that do not submit a reallocation notification on or before Thursday, August 1, 2013, will forfeit their ability to reallocate these funds for other allowable activities.
- Any unused funds from the 20% set aside reported in the School Improvement Campus Compliance Report and not reallocated, must be expended during the subsequent year on SC-related transportation, SES, and/or parent outreach, in addition to the 20% obligation for that school year.

Criterion A	School Choice transportation and/or SES was provided to <b>all</b> eligible without spending the full 20 percent set-aside.
Criterion B	<p>The district enrolled all eligible students who applied (total on all SES campuses) in order to spend all funds reserved for School Choice, SES, and the 1% for Parent Outreach, but funds remain at the end of the school year because:</p> <ol style="list-style-type: none"> <li>1. one or more providers did not fulfill their contractual obligations;<b>OR</b></li> <li>2. all enrolled students did not begin or complete services.</li> </ol>
Criterion C	<p>The LEA partnered to the extent practicable, with outside groups, such as faith-based organizations, other community –based organizations, and business groups, to help inform eligible students and their families of the opportunities to transfer or to receive SES,</p> <p style="text-align: center;"><b>AND</b></p> <p>Eligible students and their parents had a genuine opportunity to sign up to transfer or to obtain SES including by:</p> <ol style="list-style-type: none"> <li>1. Providing timely, accurate notice to parents;</li> <li>2. Ensuring that SES enrollment forms are distributed directly to all eligible students and their parents and are made widely available and accessible through broad means of dissemination, such as the Internet, other media, and communications through public agencies that service eligible students and their families;</li> <li>3. Providing open-enrollment to enable parents of eligible students to make informed decisions about requesting SES and selecting a provider.</li> </ol> <p style="text-align: center;"><b>AND</b></p> <p>Ensure that eligible SES providers are given access to school facilities, using a fair, open, and objective process, on the same basis and terms as are available to other groups that seek access to school facilities.</p>

**APPENDIX C—Notification to Reallocate  
20% set aside for school year 2012-13**

Name of District:	[Insert name of district]
County-District Number:	[Insert county district number]
School Year for Reallocation:	[Insert school year for reallocation]
Indicate which one of the criteria in Appendix A was met by the District	[Insert Criteria A, B or C]
List the amount of funds originally reserved to meet the 20 percent set-aside requirement:	[Insert original 20% reservation]
List the amount of these funds that the LEA is unable to expend for SC/SES/Parent Outreach purposes and now intends to reallocate for other allowable activities:	[Insert amount of funds requesting to reallocate]
Percentage of the original 20 percent set-aside that is being reallocated:	[Insert percentage of funds from original 20% requesting to reallocate]

**Certification Statement:** The LEA certifies that it has maintained documentation at the local level showing that the criterion indicated above was met before this reallocation notification was submitted to TEA.

<b>Contact information for Superintendent OR LEA Official completing and submitting this form</b>
Name: [Insert name]
Title: [Insert title]
Telephone: [Insert contact phone number]
Email: [Insert contact email]

**Sample Provided for Criterion C**  
**Sample Documentation: Partnering with Outside Entities and Groups**  
**Dates and Activities for Each District will Differ**

DATE	EVENT	DESCRIPTION
July 24, 20__	Provider Fair Invitation	Emailed all eligible SES providers information about Provider Fairs at both SES campuses
August 1, 20__	Meeting with campus Contacts	Trained the new SES and school choice contacts at the campus
August 6, 20__	Campus Registration/Provider Fair	Handed out SES and school choice flyers to parents District & Campus SES persons on site to answer related questions & for enrollment purposes
August 8, 20__	Campus Registration/Provider Fair	Handed out SES and school choice flyers to parents District & Campus SES persons on site to answer related questions & for enrollment purposes
August 11, 20__	Distribution of Flyers	Flyers given to the front office and counselors at both campuses to give to parents/students wanting tutoring
August 11, 20__	Campus Registration/Provider Fair	Handed out SES and school choice flyers to parents District & Campus SES persons on site to answer related questions & enrollment purposes
August 12, 20__	Campus Registration/Provider Fair	Handed out SES and school choice flyers to parents District & Campus SES persons on site to answer related questions & enrollment purposes
August 13, 20__	Parent Phone Calls	Called Parents to visit with them about providers and the school choice option
August 14, 20__	Campus	Gave flyers to campus secretary for parent information during the year
August 14, 20__	Campus	Emailed all eligible SES Providers about Provider Fair/Open House at campus on September 1
August 26, 20__	Campus emails	Emails out to campus staff to explain SES and SC to teachers and staff, let them know procedure and their SES contact
September 11, 20__	Campus Provider Fair/Open House	Handed out SES and SC flyers to parents; district and campus SES person on site to answer related questions & for enrollment purposes.
September 20, 20__	Campus Provider Fair/Open House	Did an all call to the parents in English and Spanish inviting them to the open house and provider fair to sign up for SES or SC
November 5, 20__	Campus Information Email	Email to junior high school staff about the SES program available to their students

**Sample Provided for Criterion C**  
**Sample Documentation: Partnering with Outside Entities and Groups**  
**Dates and Activities for Each District will Differ**

November 6, 20__	Campus Provider Fair	Emailed all eligible providers inviting them to the Provider Fair scheduled for December 9, 20__
November 13, 20__	District Web –Page	All SES information posted on district web page along with past history, numbers, providers, provider information and enrollment forms.
December 1, 20__	All call	All call inviting parents to provider fair scheduled for December 9, 20__
December 2, 20__	School Web page	Provider Fair placed on web
December 9, 20__	Provider Fair	Handed out SES and SC flyers to parents; district and campus SES person on site to answer related questions & for enrollment purposes.
January 9, 20__	Letter Mail Out	School wide mail-out to eligible students about SES and SC options.
February 10, 20__	Email	School wide Email to campuses and parents reminding them of the free tutoring for the eligible students in science, math, and reading, who their school contact is, and where the enrollment forms are located.
February 11, 20__	Civic Organization	A follow-up informative meeting with civic organization about SES and to help recruit students and educate the community etc. This organization was one of our community contacts also last year
February 11, 20__	Community Center	Information given to Community Center about SES by Campus Parent Liaison
February 11, 20__	Church	Discussed with a member of the church, hanging posters and helping campus get out the SES information to students.
February 11, 20__	Area Businesses	Mailed out poster and flyers to display/hand out at area businesses. Received several phone calls from flyers seen in the community
Every 3 weeks	Progress Reports/Report Cards	Note on bottom of Progress Reports and Report Cards about Free Tutoring available.
Every month	SES Progress Reports	Progress Reports are emailed to the campus teacher through EZSES