Department of Public Instruction
Dr. Wayne G. Sanstead, State Superintendent
600 East Boulevard Avenue, Dept. 201, Bismarck, ND 58505-0440

Have I Met the School Requirements for Parent Notification?

Whether you use the sample letters in the School AYP Toolkit, modify the letters to meet your needs, or design your own letter to parents, you need to make sure that you send all required information to your parents. Title I law clearly outlines specific information that must be shared with parents. Use these checklists to make sure you have met these requirements.

If you are concerned about whether or not parents will read a letter that provides all required information, you may want to consider composing more than one letter containing the required information. The sample letters included in the school toolkit could easily be broken down into several letters while still covering all required information.

The School Adequate Yearly Progress/program improvement notice must contain the following information:

- ❑ A copy of the school's AYP report.
- ❑ An explanation of what the identification as a program improvement school means and how the school compares in terms of academic achievement to other elementary schools in the district and state.
- ❑ The reason(s) for program improvement identification (marked with an * on the AYP report).
- ❑ An explanation of how the school plans to use Title I funds for professional development purposes (if applicable – optional for schools in corrective action or alternative governance).
- ❑ Information on the school's program improvement plan.
- ❑ An explanation of what the district or state is doing to help address the problem.
- ✳ ❑ An explanation of how the parents can become involved in addressing the academic issues that caused the school to be identified for school improvement.
- ✳ ❑ An explanation of the parents' option to transfer their child to another school with transportation provided.
- ❑ An explanation of the parents' option to obtain supplemental educational services for their child.
- ❑ An explanation of the school's corrective action option chosen (if applicable).
- ❑ An explanation of the school's plan for alternative governance (if applicable).
- ❑ An explanation of the school's alternative governance option chosen (if applicable).
- ❑ A statement informing parents that historical information on school choice, and supplemental educational services is available on the district's website.

✳ Items many schools forget to include in their letter.