

## Adequate Yearly Progress Dissemination Requirements

### Dissemination requirements

Under the *No Child Left Behind* Act, all districts and schools identified for program improvement are required to send written correspondence to the parents of each child enrolled in the district and/or school regarding their AYP status and program improvement identification. The notice to parents should be written in an understandable format and, when applicable, in a language that parents can understand. This notice must be sent to parents along with a copy of the Adequate Yearly Progress (AYP) Report and should take place as soon as possible after the AYP reports are officially released.

### Information that must be included in the AYP dissemination

The federal law specifically outlines the information that must be included in the AYP notice to parents. The attached handouts clearly outline what information must be included in both the school and district AYP notifications.

### Samples

There are various samples of parent notification letters for districts and schools identified for program improvement available on our website at [www.dpi.state.nd.us/title1/targeted/general/reauthoriz/notification.shtm](http://www.dpi.state.nd.us/title1/targeted/general/reauthoriz/notification.shtm). The state Title I office has also created communication toolkits for both schools and districts who are in program improvement.

- **Communication Toolkit for Schools**

In this document, you will find sample forms, letters, and general guidance to help schools as they work to meet the requirements for communicating with parents regarding AYP and sanctions under the *No Child Left Behind* Act including school choice, supplemental services, corrective action, alternative governance, etc.

- **Communication Toolkit for Districts**

In this document, you will find sample letters and general guidance to help districts as they work to meet the requirements for communicating with parents regarding AYP and sanctions under the *No Child Left Behind* Act.

### State Review of AYP Correspondence

In May 2008, the North Dakota Department of Public Instruction was monitored by the U.S. Department of Education (USDE) regarding our implementation of the *No Child Left Behind* Act and the Title I regulations. North Dakota received a citation because USDE staff reviewed parental notification letters that were missing required elements. Therefore, the state Title I office must review all AYP correspondence documents to ensure that schools and districts in program improvement sent their AYP correspondence to parents before the start of the 2012-2013 school year and that the letters contain all of the required information specified in the federal law. You must electronically submit your AYP correspondence letter to your Title I contact person for review by August 1, 2012.

### Timeline




- Schools required to offer school choice – Notification must take place 14 days prior to the start of school.
- Schools/Districts identified for program improvement – Notification must take place prior to the first day of school.
- Schools/Districts NOT identified for program improvement – Notification must take place at the start of the school year (i.e., as part of welcome back letter, August newsletter).

## 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.

## District Adequate Yearly Progress

Under the prior law, North Dakota identified schools, but did not identify districts for program improvement. However, NCLB requires the state to identify for program improvement any district that, for two consecutive years, does not make Adequate Yearly Progress (AYP) as defined by the state's accountability system.

AYP for a district is determined by aggregating the results of academic achievement measures in reading/language arts and mathematics, student participation rates in these assessments, graduation rates, and for elementary and middle schools, the attendance rates. Many times tested subgroups are not large enough to meet the minimum group size at an individual school level. However, when all of the data is compiled into one report at the district level the number will, in many cases, reach or surpass the minimum group size at the district level, and thus, possibly identify the district as not making adequate yearly progress even though no individual building in the district has been identified.

When a district is identified for program improvement, after two consecutive years of not making AYP, the following three provisions must be met:



1. The State must promptly notify the parents of each student enrolled in the schools served by the identified district and explain the reasons for the identification.
2. The district must develop or revise a program improvement plan no later than three months after the identification and submit it to the state Title I office. In developing or revising this plan, the district must consult with parents, school staff, and others.
3. The district must reserve not less than 10% of its Title I, Part A funds for high-quality professional development that is specifically designed to improve classroom teaching for instructional staff. This provision is optional for a district in corrective action or alternative governance stages of program improvement.

If identified for program improvement, a district must set aside 10% of their Title I, Part A funds for professional development. The law requires districts to use the set aside funds to address those areas that led to the program improvement identification. The 10% set aside funds may be used throughout the district in both Title I and non-Title I buildings for all instructional staff. When a district has entered the corrective action or alternative governance phase of program improvement, the set aside for professional development becomes optional.

Schools that are identified for program improvement have access to additional funds that are reserved off the top of the state Title I allocation. These funds are aimed at providing schools with additional resources necessary to help raise student achievement and make adequate yearly progress. Schools must be given first priority in applying for this additional program improvement funds. If there are still funds available after schools have been awarded funds, then the State may allow districts in program improvement to apply for additional funding.

## Have I Met the District Requirements for Parent Notification?

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

- A copy of the district's AYP report.
  - An explanation of what Title I program improvement identification means and how the district compares in terms of academic achievement to other school districts in the state.
  - The reason(s) for district Title I program improvement identification (marked with an \* on the AYP report).
  - An explanation of how the district plans to use Title I funds for professional development purposes (if applicable – optional for districts in corrective action or alternative governance).
  - An explanation of what the district is doing to help address the problem.
  - Information on the district's program improvement plan.
  - An explanation of how the parents can become involved in addressing the academic issues that caused the district to be identified for program improvement.
  -   A reference to the letter from the State Superintendent of Public Instruction regarding the district's program improvement status.
  - An explanation of the district-wide corrective action option chosen (if applicable).
  - An explanation of the district's plan for alternative governance (if applicable).
  - An explanation of the district-wide 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 districts forget to include in their letter.