

**North Dakota Department of Public Instruction
State Title I Office**

Dissemination Requirements for Schools and Districts Receiving Federal Funds

At the beginning of each school year, federal law requires schools and districts receiving federal funds to notify parents of particular components outlined in the law. The purpose of this document is to assist schools and districts regarding these dissemination requirements.

What is the requirement?	What is this?	When should it be shared?	Where can sample correspondence be found?
● School AYP Report	School AYP reports are generated each year for each school in the state. These reports reflect the <u>school's</u> performance based on the year's state assessment results.	*Federal law mandates timely notification	www.dpi.state.nd.us/title1/targeted/general/reauthoriz/school.shtm
● District AYP Report	District AYP reports are generated each year for each district in the state. These reports reflect the <u>district's</u> overall performance based on the year's state assessment results.	*Federal law mandates timely notification	www.dpi.state.nd.us/title1/targeted/general/reauthoriz/district.shtm
● School District Profile (a.k.a. District Report Card)	The state generates School District Profiles (also known as District Report Cards) each year for parents and the public. This profile reflects the academic achievement of students at the state, district, and school building level.	Immediately after release (Winter)	www.dpi.state.nd.us/title1/targeted/general/reauthoriz/district.shtm
● Dispute Resolution Procedures	Federal regulations require that each state and district adopt written procedures for receiving and resolving disputes pertaining to any of the federal Title programs. Parents need to be provided with a copy of your dispute resolution policy.	Start of School (September)	www.dpi.state.nd.us/title1/dispute.pdf
● Parents' Right To Know Clause	NCLB requires schools receiving Title I funds to notify all parents that they have the right to request information regarding the professional qualifications of instructional staff (certified and non-certified) at the school.	Start of School (September)	www.dpi.state.nd.us/title1/targeted/general/reauthoriz/school.shtm
● Non-highly qualified staff teaching for four weeks or more	NCLB requires teachers to meet certain requirements if teaching for four or more consecutive weeks. If a teacher does not meet these requirements, schools are responsible to notify parents.	As Needed	www.dpi.state.nd.us/title1/springwkshp/fourweek.pdf

* Timely notification is defined as:

- 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/District 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).