

Department of Public Instruction

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Information that Must Be Included In The AYP Dissemination Correspondence

(Schools and Districts Making AYP)

Dissemination requirements

Under the *No Child Left Behind* Act, all districts and schools are required to send correspondence to the parents of each child enrolled in the district and/or school regarding its AYP status. 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 should be included in the AYP dissemination

- It is imperative that correspondence be included with the AYP reports to explain them to parents. Your correspondence should:
 - ✓ Inform parents that the North Dakota State Assessment measures student performance in terms of the percentage of students who are at or above state-defined academic standards in reading and mathematics as measured by the North Dakota State Assessment and reports the results on a school, district, and state level.
 - ✓ Highlight the various components of the report including the achievement results in reading and math, the participation rule, the subgroups, and the secondary indicator.
 - ✓ Inform parents of your school and district AYP status.
 - ✓ Share with parents what your school is doing to maintain AYP status.
 - ✓ Highlight what the AYP reports mean to parents, which includes reminding parents that they are an important influence in helping their children achieve to high academic standards and they are encouraged to be actively involved in their children's education.
 - ✓ Address any unique issues on your AYP report such as an "(i)" because there was *insufficient data to determine AYP due to a small number of students*, or that the report was based on Title I students only and states at the top – "Title I targeted rule applied."