

APPENDIX A – SAMPLE PARENT LETTER

Retrieved from the US Department of Education
Supplemental Services Non-Regulatory Guidance, January 14, 2009

The purpose of this sample notice to parents is to provide LEAs and SEAs with an example of a parent notification letter that includes all required elements and is understandable to parents. The elements that are required in an LEA's notice to parents are detailed in G-2 of the guidance.

Use this sample to notify parents of low-income students (i.e., free and reduced lunch students) that their child is eligible for supplemental services.

Free Tutoring for Your Child!

Dear Parent/Guardian,

Help your child succeed in school – sign up for free tutoring! This is a great opportunity to help your child in school without any cost to you. As a result of the federal *No Child Left Behind Act*, your child can receive academic tutoring to help him or her do better in school.

You can choose a free tutoring program that best meets your child's needs from the list of approved tutoring programs in your area. These programs, which have been approved by the state department of education, will provide your child with tutoring that is coordinated with what is being taught in school and may help improve your child's academic skills. Research from the federal government has shown that students who participated in this free tutoring program made significant gains in student achievement, and those students who participated in multiple years did even better.

The list of tutoring programs gives you a description of each program, the qualifications of the tutors, and information about each program's effectiveness. It also indicates the programs that serve students with disabilities or limited English proficiency.

When deciding which tutoring program is best for your child, you may want to ask these questions:

- When and where will the tutoring take place (at school, home, a community center)?
- How often and for how many hours in total will your child be tutored?
- What programs, by grade levels and subject areas, are available for your child?
- What type of instruction will the tutor use (small group, one-on-one, or the computer)?
- What are the tutors' qualifications?
- Can the tutor help if your child has a disability or is learning English?
- Is transportation available to and from the location where the tutoring will take place?

Please call [name and number] if you have any questions about this tutoring program. You also may join us and talk to the tutors on [dates and times of parent fairs] to help you decide which program is best for your child. If you would like to select a tutor now, you can fill out the enclosed provider selection form and mail it back to [name and address] in the stamped

envelope we provide. Applications are due by [date]. After you submit your application, you will receive a letter from [school district] by [date] telling you when the free tutoring will start.

Finally, if you do not wish to sign up for these services, you may also choose to transfer your child to another school in the district. The enclosed Public School Choice letter gives more information about public school choice in our district.

Thank you.

[District official]

Enclosures: Approved Provider List
Provider Selection Form
Public School Choice Notification Letter
School Improvement Letter