

Sample Priority Improvement/Turnaround and Public School Choice Parent Notification Letter When Choice Schools are Available*

Date ¹ [Must be received by parents at least 14 days prior to the start of school]

Dear Parents,

Based on Colorado Student Assessment Program (CSAP) scores and other academic achievement and growth indicators, [School Name] has received an accountability rating of [**Priority Improvement** or **Turnaround**].²

Specifically, [School Name] has a rating of [**Priority Improvement** or **Turnaround**] because it consistently has not met the state's overall performance expectations based on student achievement, academic growth, and progress in closing growth gaps for students from low-income households, minority students, students with disabilities, English language learners and students with below-proficient performance [and for high schools, students' postsecondary and workforce readiness].³

[School Name] and [District Name] are committed to ensuring that all children achieve proficiency, but, because [School Name] currently receives federal Title I funds, you have the option to transfer your student to another school in our district that is not on **Priority Improvement** or **Turnaround** status.⁴

If you so choose, [District Name] will provide your student bus transportation from [School Name] to [School Name or one of the schools below].⁵

The other option of which you should be aware is that if you choose to keep your student at [School Name], and your student is not yet proficient on the state's assessment (TCAP), then she/he may be eligible for free tutoring in the 2012-2013 school year.⁶

However, should you choose to transfer your student to one of the above named schools, the deadline for letting us know that you want to transfer your student is [Date]. To see the most recent data available regarding how [School Name] compares with choice schools go to the School Performance Frameworks at <http://www.schoolview.org/performance.asp> toward the bottom of the page. If you do not have access to the internet, or prefer to view a hard copy of these School Performance Framework reports, contact [Person] at [Phone Number] and they will be provided to you.⁷

Before you decide to transfer your student, please consider the following efforts that we are making to improve the academic success of our students:

- Availability of Title I-funded Supplemental Education Services (SES).
- [Title I and Literacy Lab teachers who provide additional reading instruction to over 100 students on a daily basis.]
- [Class-size reduction that attempts to keep the class size in grades 1, 2, and 3 between 16 – 18 students.]
- [A math instructional coach for K-5 teachers.]
- [Extensive data review to determine what our students do well and need to do better so that we can appropriately focus instruction.]
- [Additional group support for students during and after the regular school day.]
- [Efforts and initiatives to improve graduation rates].⁸

[District Name] also provides the following in support of improved student achievement:

- [Implementation of the Focused Approach to School Improvement Grant which includes a new math intervention program and an instruction model for teachers.]
- [Professional development for teachers to expand their knowledge of reading instruction strategies.]
- [Teacher training in data analysis to help them tailor classroom instruction to be more responsive to students' academic needs.]
- [Efforts and initiative that the district is taking to improve graduation rates.]
- {Must include info on how the state is helping improve achievement such as the following} [Alignment with state standards to help our school become more data driven (using actual student achievement data to help teachers make decisions about what to teach and how).]
- [Working with the state on our Unified Improvement Plan]⁹

We encourage you to get involved in our efforts to address our academic challenges! Parents assist by working with their students on schoolwork, attending parent conferences, reading monthly newsletters and making sure their children attend school daily. Also, we invite you to participate in the following opportunities that will be publicized in monthly newsletters:

- [Literacy Night to address reading improvement.]
- [Monthly accountability meetings to address our corrective actions in math.]
- [Board of Education study committees.]
- [PTA meetings.]
- [Parent Coffees sponsored by our Title I teachers.]
- [Parent Volunteers.]
- [Efforts and initiatives to improve graduation rates.]
- [Discussions with your child's teacher about other ways you can help in the classroom and at home.]¹⁰

We want you to make an informed decision about your Public School Choice option. You can find additional information about our schools/district at [Location]. Also, a lot of data is available from SchoolVIEW on the CDE website at: https://edx.cde.state.co.us/SchoolView/DataCenter/reports.jspx?_afrLoop=103622989501884&_afrWindowMode=0&_adf.ctrl-state=1cda6bb4p7_4. Please contact [Person] at [Telephone Number] if you have questions or would like to pursue the Public School Choice option for your student.

Sincerely,

[Name]

[Title]

*This sample letter includes examples of the required elements on the Parent Choice Notification Checklist. Please review that checklist for a complete description of all requirements:

http://www.cde.state.co.us/FedPrograms/dl/imp_psc_pcnc.pdf

Word template of this sample letter (replace red font with school specific information):

http://www.cde.state.co.us/FedPrograms/dl/imp_psc_exshstemplate.doc

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