

Parent Choice Notification Checklist

1. Date and send the letter so that parents receive it at least 14 days prior to the start of school.
2. Identify the school's status category – Priority Improvement or Turnaround. **See * at bottom of page.**
3. Explain why the school is on Priority Improvement or Turnaround and specify content area(s), reading, writing, math or science, academic growth, grad rate, etc.
4. Explain the parents' option to transfer their child to another public school in the district that is not on Priority Improvement or Turnaround.
5. Explain that the district will pay for/provide transportation based on at least one of the following options:
 - From the home to the choice school or;
 - From the school-on-improvement to the choice school.
6. Explain that if the parent keeps their student at the Priority Improvement or Turnaround school and if the student is not yet academically proficient (e.g., TCAP, CBLA assessment), the student may be eligible for free tutoring in the 2012-2013 school year.
7. Direct parents to SchoolView so that they can compare the Priority Improvement or Turnaround school to choice schools (if available) on achievement and growth data as reported on 1- and 3-year School Performance Frameworks (SPFs).
Offer to provide hard copies of SPFs if parents do not have access to the CDE website or prefer not to access it that way.
8. Explain what the school is doing to increase student achievement.
9. Explain what the district and state are doing to help the school increase student achievement.
10. Recommend ways parents can help address the academic issues that led to the school going on Priority Improvement or Turnaround.
11. Provide a Spanish translation of the letter and attachments (unless there are no Spanish households).

Save file copies of your letters for potential CDE monitoring visits and/or federal audits.

***School Status Categories:**

Performance (highest rating)
Improvement
Priority Improvement
Turnaround (lowest rating)

[Sample Letter When Choice Schools are Available](#)
[Sample Letter When Choice Schools are Not Available](#)

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