Ohio | Department of Education

SAMPLE Parent Notification Letter
School Improvement (SI)/Public School Choice (PSC)

To Be Placed on District Letterhead

Issue Date: March 14, 2006 **Revised:** June 29, 2009; January 11, 2011; February 28, 2011

Sources: Office of Federal Programs
Key Words: Public School Choice, School Improvement
Summary: A sample letter; please modify the letter to fit your district needs. Federal regulations require that, throughout the school improvement process, LEAs provide information to parents "(1) Directly, through such means as regular mail or e-mail," and "(2) Through broader means of dissemination such as the Internet, the media, and public agencies serving the student population and their families" [34 CFR 200.36(c)].

Note: The following sample letter is for schools that are in School Improvement Year 1 or School Improvement Year 1 Delay. Once a school enters School Improvement Year 2, the school is required to implement Supplemental Educational Services in addition to Public School Choice. You will find a separate SAMPLE SES/PSC letter on ODE's SES webpage or in the Document Library in the CCIP. Once a school exits School Improvement status, the obligation to offer Public School Choice is no longer in effect.

Date: _____ (a minimum of 14 days prior to the start of the school year)

Dear Parents:

We are writing to inform you that Smith Elementary School has been identified as in need of improvement. *School Improvement* means your school did not meet Ohio's goals in reading, mathematics or attendance for two years in a row or more. The students at Smith Elementary School did not meet Ohio's goals in 4th-grade mathematics.

Once a school is in improvement status, parents are given a choice. Your child can attend a similar school that is NOT in need of improvement and the district will provide transportation. You have the following choice of schools: Jones Elementary School, Taylor Elementary School, Smith Community School, or ABC Virtual School for K-6 grades. Attached is a list of information about those schools to help you make your choice. The 'Public School Choice' option may be limited. Complete the attached form by (should allow a minimum of 14 calendar days for parents to make an informed choice) to let us know which school you would like your child to attend.

If you decide to keep your child in the same school, simply have your child report to that school on the opening day.

Our local report card [http://ilrc.ode.state.oh.us/] and/or the sheet attached shows how well Smith Elementary School did when compared with other schools.

To help Smith Elementary School get out of School Improvement, we have developed a plan to help our students do better in 4th-grade mathematics for the coming year. You are invited to join

us to help make that happen. Please contact Mary Smith at 614-xxx-xxxx, if you are interested in being part of a committee or would like more information on ways you can help.

*[**Note**: Graduation is not mentioned because this is an elementary school example.]*