Ohio | Department of Education

SAMPLE Parent Notification Letter for Supplemental Educational Services (SES)

To Be Placed on District Letterhead

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

Sources: Office of Federal Programs

Key Words: Supplemental Education Services, Public School Choice

Summary: A sample letter; please modify the letter to fit your district needs.

Free Tutoring for Your Child!

August 21, XXXX

Dear Parent/Guardian,

Help your child succeed in school – sign up for free tutoring!

Because of the *No Child Left Behind* funding, your child can receive extra help in reading and mathematics. You can receive this free tutoring because your child's school is in its second year or later of *School Improvement*, and your family meets the income limits under the law.

School Improvement means your school did not meet Ohio's goals in reading, mathematics, attendance or graduation for two years in a row or more. Your child's school has been identified for improvement because it has not made Adequate Yearly Progress on Ohio's Achievement Tests for at least three years in a row. The enclosed district report card shows how your child's school compares to other schools in our district and state.

Your child's school has been identified as needing improvement because of the scores in 4th-grade mathematics. Your school will address this area by offering professional development, researching new reform models and visiting other schools for ideas on how to improve 4th-grade math. You are invited to join us, to serve on a committee or to help us in other ways to accomplish this goal.

You can now choose a free tutoring program that is best for your child. The district will provide assistance in selecting an approved provider, if requested. A list of approved tutoring programs that wish to offer free tutoring to your child is enclosed, and can also be viewed at: http://dnet01.ode.state.oh.us/ses/ProviderLookup.aspx. These programs have been approved by the Ohio Department of Education and will provide your child with tutoring that is coordinated with what is being taught in your child's school. The availability of this free tutoring may be limited.

Please call Mary Smith at 614-xxx-xxxx if you have any questions about these services. If you would like to select a tutor now, you can fill out the enclosed provider selection form and mail it back to Mary Smith at xxx South River Street, Rivertown, Ohio, xxxxx-xxxx, in the stamped envelope provided. Applications are due by September 1, 2006. You will receive a letter from Smith Local School District by September 15, 2006, 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 NOT in School Improvement. See the enclosed Public School Choice letter.

Thank you.

[District official]

Enclosures:
Approved Provider List
Provider Selection Form
Public School Choice Notification Letter
District Report Card