Ohio | Department of Education

Sample

Notice of School Improvement (SI) Public School Choice (PSC) For Community Schools

Issue Date: March 28, 2007 **Revised:**
Sources: Office of Federal Programs
Key Words: School Improvement, Public School Choice, Community Schools
Summary: A sample letter; please modify the letter to fit your district needs.

(To be placed on school letterhead with address, phone/fax, e-mail address)

Date: *(To be sent before the start of the school year)*

RE: No Child Left Behind (NCLB) Act, Section 1116

Dear Parent/Guardian:

To comply with the requirements of the federal No Child Left Behind (NCLB) Act, we are giving you timely notice that *(Name of school)* has been identified as being in School Improvement (SI) - (yr.___). School Improvement means the school did not meet Ohio's goals in reading, mathematics or attendance for two consecutive years or more.

(Name of school) has been identified as in School Improvement status based on its performance in *(List performance area that is causing the school to be in SI: grade and content area, participation rate, attendance rate and/or graduation rate, by disaggregated group).*

Following the federal guidelines regarding the school's status, we are notifying you that you have the following options:

1. You may continue to have your child attend the same community school.
2. Students may return to their home public school. No Public School Choice transportation is required to be offered for this option.
3. Students may be eligible to attend *(Name of public schools)*. These schools are not in School Improvement status and have entered into an agreement to accept students. Free transportation will be offered for your child. See the attachment for information about these schools' staff qualifications, special programs and facilities.
4. *(Optional)* As an alternative to Public School Choice, parents of students at (Name of school) may request Supplemental Educational Services (free tutoring).

If you are interested, circle your selection above and **send this request** to *(Name of person, title, school name, and address)* by __(date)__.

Ohio | Department of Education

Your request must include:
- **Date of your request** _____
- **Your child's full name** _____
- **Home address and ZIP** _____
- **Home telephone number (__)**_____
- **Work number (if applicable)** _____
- **Your child's current grade in school** _____
- **Your signature** _____

To move our school out of School Improvement status, we have looked at our data and developed a plan to help us achieve higher levels of student performance. Our plan includes *(List several main strategies or activities)*. We welcome your participation in our academic school improvement efforts. If you would like more information on how you can help us improve our school, please contact *(Name of school contact person)* at *(Phone number and e-mail address)*.

Sincerely,

School Principal

Attachments:

Copies of our district's Public School Choice and Supplemental Educational Services written procedures.

Contact Information on the schools of choice including staff qualifications, special programs and facilities.