

**Guidance Regarding
Local Educational Agency Project Application
Title I – Improving the Academic Achievement of the
Disadvantaged
Part A, NCLB Public School Choice Options
2008-2009**

**Florida Department of Education
Division of K-12 Public Schools
Bureau of Public School Options**

Table of Contents

Legal Requirements

- Monitoring
- Set-aside Funding

Technical Procedures

- Timeline
- Online Application
- Indicating Consolidated Preferences
- Access NCLB Public School Choice
- Entering and Editing Information in the Application
- Uploading Files
- Trouble Shooting

Submitting NCLB Public School Choice Application

- General
- DOE 100A - Budget Description Form
- DOE 101 - Budget Narrative Form
- NCLB Public School Choice Options Funded by Title I Funds (section A)
- NCLB Public School Choice Options Funded by Non-Title I Funds (section B)
- Notification to Parents Regarding NCLB Public School Choice Options (section C)
- Notification to Parents Regarding SES (section D)
- LEA/Provider Contract (section E)
- Student Learning Plan (SLP) (section F)

Resources

Appendices

- A: LEA Application Review Checklist 2008-2009
- B: Offering NCLB School Choice through Choice with Transportation
- C: Sample of 2008-2009 SINI Post-AYP Parent Notification Letter
- D: Sample of 2008 - 2009 SES Post-AYP Parent Notification Letter (for SINI 2+)

**Guidance for the Local Educational Agency Project Application
Public School Choice Options
2008-2009**

Legal Requirements

Monitoring

Education Department General Administrative Regulation (EDGAR) requires FDOE to monitor sub-grant activities “to assure compliance with applicable Federal requirements and that performance goals are being achieved” [34 CFR 80.40(a)]. In addition, state law addresses the responsibility of the State Board of Education for oversight and enforcement relative to compliance. Thus, all NCLB formula-funded programs are monitored by the Department.

The Department uses many activities to monitor compliance, including the review and approval of annual project applications and school district plans. In addition to these routine monitoring activities, the Department uses two types of focused monitoring activities: self-assessment and FDOE compliance monitoring. The self-assessment requires each school district to use a set of documents or work papers to assess its own level of compliance. Compliance monitoring, which includes desktop verification and onsite monitoring, is conducted on a subset of school districts on an annual basis.

Set-aside Funding

Pursuant to the No Child Left Behind (NCLB) Act [Section 1116(b)(10)(A)], school districts are required to set aside an amount equal to 20 percent of their Title I funds to provide school choice options for eligible students attending Title I schools identified as in need of improvement, corrective action, or restructuring. Districts must use an amount equal to five percent of their Title I allocation to provide choice with transportation and an amount equal to five percent of their Title I allocation to provide supplemental educational services (SES). The remaining amount equal to ten percent of the allocation must be used for transportation, SES, or both as determined by the school district.

Technical Procedures

Timeline

Due Date: On or before June 30, 2008

The due date refers to the date of receipt by the Grants Management office. For federal programs, the project effective date will be the date that the

application is received within DOE meeting conditions for acceptance, or the date of receipt of the federal award notification, whichever is later.

Online Application

The Local Educational Agency Project Application Title I – Improving the Academic Achievement of the Disadvantaged Part A, NCLB Public School Choice Options 2008-2009 is accessible at this website:

<http://data.fldoe.org/titlegrants>

There is only one LEA application version of the Title I, Part A, NCLB Public School Choice Options 2008-2009 available for districts, which is the **stand-alone** format.

Access NCLB Public School Choice

To access the Title I, Part A NCLB Public School Choice Options 2008-2009, applicants must select “Title I, Part A” and log in by using the district name as the username and the two-digit district number as the password. Please visit http://www.fldoe.org/eias/dataweb/database_0607/appendc.pdf for district name and numbers.

Entering and Editing Information in the Application

Multiple users may access a project application. Please be careful that others do not overwrite existing entries. The online applications will time out in one hour if there is no activity.

All fields are required in the application and error checks will assist with identifying required sections/pages of the project application. Data and narrative entered in the project applications will be stored on the Department server by selecting save/submit located at the bottom of each page of the interior pages of the project application. It is possible to edit project applications submitted to Department until the program office approves them. Once the review process is completed, the application will be closed.

If a section of the application has not been completed and you need to enter additional information, please enter a note in the areas that have not been completed (for example, please answer later) and select save/submit. Districts must notify the Department that changes have been made by resubmitting the entire application. It is recommended that district staff respond to and edit all sections in a Word document; and copy and paste the final draft into the online application.

Uploading Files

Please follow the instructions below to upload files successfully:

- Select “Browse”
- Select “File” and find the location of the document that has been saved on hard/network drive, disk, CD, etc.
- Select “Open”
- Click “Submit” and the file uploads to the Department server

Trouble Shooting

Receiving a **JRUN** error message means the DOE server is down. Please allow an hour for the server team to resolve the problem and log back in. It is quite possible that your data will have been lost if the information has not been submitted when the server failed.

Submitting the NCLB Public School Choice Application

General

The online application includes a link, which needs to be completed before working on the stand alone application. Each LEA must indicate if the district is required to offer NCLB public school choice. An LEA is required to offer school choice if one or more Title I schools is identified as in need of improvement for failing to make adequate yearly progress for two or more consecutive years (SINI 1+). If a district is not required to offer NCLB public school choice, the applicant must check ‘no’ and complete the application by clicking on [Application Complete. Send notice to DOE.](#)

After a district indicates that it is required to offer NCLB public school choice, the budget form DOE 100A must be submitted before proceeding to the following six program specific sections:

- A. NCLB Public School Choice Options Funded by Title I Funds
- B. NCLB Public School Choice Options Funded by Non-Title I Funds
- C. Notification to Parents Regarding NCLB Public School Choice Options
- D. Notification to Parents Regarding SES
- E. LEA/Provider Contract
- F. Student Learning Plan (SLP)

Districts must clearly describe responses for each of the six sections by using the available text boxes. Sections C to F outline the required and optional documents that must be uploaded on the application.

Resource links are included on the NCLB public school choice application including Non-Regulatory Guidance, the NCLB Public School Choice Checklist, guidance paper regarding the LEA project application 2008-2009, links to the Bureau of Public School Choice Options' (BPSO) website, and lists of Choice with Transportation (CWT) and Supplemental Educational Services (SES) district contacts.

DOE 100A – Budget Description Form

District staff must complete the DOE 100A before continuing with the **Budget Description Form**. **The original signature of the appropriate agency head is required on the DOE 100A and has to be returned to the Office of Grants Management at the Florida Department of Education** (specific mailing address can be found on the DOE 100A).

Guidance:

- Enter name and mailing address of eligible applicant. The applicant is the public or non-public entity receiving funds to carry out the purpose of the project.
- Enter the **total amount of the set-aside of ONLY Title I funds** for NCLB Public School Choice Options (not exceeding 20 percent of total LEA Title I allocation) requested for this project. Non-title I funds shall not be reported on the DOE 100A.
- Enter requested information for the applicant's contact person. This is the person responsible for responding to all questions regarding information included in this application.

DOE 101 - Budget Narrative Form

All districts that set aside Title I funds to provide school choice options must provide a detailed budget description on the DOE 101, Budget Narrative Form. The budget should reflect funding for fiscal year 2008-2009 only. No funds may be obligated prior to the approved budget period or after the project period ends.

Guidance:

- Enter the name of the NCLB program.
- Enter name of eligible recipient.
- Section C is for DOE use only.

COLUMN 1

FUNCTION: Use the four digit function codes as required in the *Financial and Program Cost Accounting and Reporting for Florida Schools Manual*.

COLUMN 2

OBJECT: Use the three digit object codes as required in the *Financial and Program Cost Accounting and Reporting for Florida Schools Manual*.

For example:

SES: 5100 Basic (FEFP K-12)
310 Purchased Services - Professional and Technical Services

CWT: 7800 Pupil Transportation Services
160 Salaries of other support personnel
210 Employee benefits - Retirement
220 Employee benefits - Social Security
450 Energy Services - Gasoline

COLUMN 3

ACCOUNT TITLE: Use the account title that applies to the object code listed in accordance with the agency's accounting system.

NARRATIVE: Provide a detailed narrative for each object code listed. For example:

- ***CONTRACTUAL SERVICES AND/OR INTER-AGENCY AGREEMENTS*** - provide the agency name and description of the service(s) to be rendered.

COLUMN 4 – MUST BE COMPLETED FOR ALL SALARIES AND OTHER PERSONAL SERVICES.

FTE - Indicate the Full Time Equivalent (FTE based on a 40 hour workweek) number of positions to be funded. Determine FTE by dividing the standard number of weekly hours (40) for the position into the actual work hours to be funded by the project.

COLUMN 5 - AMOUNT

Provide the budget amount requested for each object code.

TOTAL: Provide the total for Column (4) on the last page. Must be the same amount as requested on the DOE100A/C.

NCLB Public School Choice Options Funded by Title I Funds (Section A)

PL 107-110, Sections 1116(b)(10)(A) (C) and 1116(e)(2)(C)

The LEA must reserve an amount equal to 20 percent of its total allocation to implement the LEA's public school choice plan. Of this amount, a minimum amount equal to five percent of the Title I allocation must be allocated to support the costs of choice with transportation (CWT), and a minimum amount equal to five percent of the Title I allocation must be set aside for the costs associated with the provision of supplemental educational services (SES). If the amount of funds is insufficient to provide supplemental educational services to all eligible students whose parents request the services, the LEA must develop a process to prioritize the provision of supplemental educational services to the lowest-achieving students.

Guidance:

- Please fill in the exact dollar amounts that the LEA plans to use to provide public school choice for CWT (B) and SES (D) using Title I funds.
- If the amount for CWT using Title I funds (B) is less than the required amount for CWT (A), please provide an explanation in the first textbox.
- If the amount for SES using Title I funds (D) is less than the required amount for SES (C), please provide an explanation in the second textbox.
- If the total amount of the district inputs for CWT using Title I funds (B) and SES using Title I funds (D) is less than 20 percent set-aside, please provide an explanation in the third textbox and complete section B (non-Title I funds).

NCLB Public School Choice Options Funded by Non-Title I Funds (Section B)

PL 107-110, Sections 1116(b)(10)(A) (C) and 1116(e)(2)(C)

The LEA must reserve an amount equal to 20 percent of its total allocation to implement the LEA's public school choice plan. Of this amount, a minimum amount equal to five percent of the Title I allocation must be allocated to support the costs of choice with transportation, and a minimum amount equal to five percent of the Title I allocation must be set aside for the costs associated with the provision of supplemental educational services.

If the LEA chooses not to use Title I funds, the LEA must indicate the funding source(s) of non-Title I funds and the amount used for CWT and SES.

Guidance:

- Please fill in the exact dollar amounts that the LEA plans to use to provide public school choice for CWT (F) and SES (G) using non-Title I funds.
- Indicate the non-Title I funding source(s) for CWT and SES.
- If the amount for CWT using non-Title I funds (F) is less than the required amount for CWT (A), please provide an explanation in the first textbox with a detailed narrative of use of funds (including object codes).
- If the amount for SES using non-Title I funds (G) is less than the required amount for SES (C), please provide an explanation in the second textbox with a detailed narrative of use of funds (including object codes).
- If the total amount using non-Title I fund of the district inputs for CWT (F) and SES (G) is less than the 20 percent set-aside, please provide an explanation in the third textbox.

Notification to Parents Regarding NCLB Public School Choice Options (Section C)

PL 107-110, Sections 1116(b)(1)(E) and (b)(6)

For Title I schools identified as in need of improvement, corrective action, and restructuring, the LEA must, no later than the first day of the school year, provide the parents of each student enrolled in the school with the following information:

- the school's status and what the identification means
- how the school compares in terms of academic achievement to other public schools in the LEA
- the reason(s) for the identification
- what the school and LEA are doing to address the academic problem(s) and how parents can help
- options for public school choice, including transferring to another public school and supplemental educational services, as applicable.

Guidance Regarding Application Narrative:

The district must designate their plan to implement **Early Parent Notification** for 2008-2009 and 2009-2010 or **Regular Post-AYP Parent Notification** for 2008-2009.

If the district designated **Early Parent Notification**, the application must:

- Outline a specific process that the LEA will use to notify parents at an appropriate and reasonable time to consider their options pursuant to NCLB Public School Choice Options
- Provide a clear description of the process and procedure established to enable parents to communicate choice
- Provide a clear description of the process and procedure established to prioritize services if demand exceeds funds.

The following required documentations must include all requirement components found in appendix A and B:

Early Notification for 2008-2009 Regarding NCLB School Choice Options:

- 2008-2009 Pre-AYP Parent Notification Letter for Early-Identified Schools
- 2008-2009 Post-AYP Parent Notification Letter for Early-Identified Schools
- 2008-2009 Post-AYP Parent Notification Letter for all Other Schools
- 2008-2009 Choice Enrollment Form

AND

Early Parent Notification for 2009-2010 Regarding NCLB School Choice Options:

- 2009-2010 Pre-AYP Parent Notification Letter for Early-Identified Schools (required if participating in Early Parent Notification for 2009-2010)

If the district designated **Regular Post-AYP Parent Notification**, the application must:

- Outline a specific process that the LEA will use to notify parents at an appropriate and reasonable time to consider their options pursuant to NCLB Public School Choice Options
- Provide a clear description of the process and procedure established to enable parents to communicate choice
- Provide a clear description of the process and procedure established to prioritize services if demand exceeds funds.

The following required documentations must include all requirement components found in appendix A and B:

- 2008-2009 Post-AYP Parent Notification Letter

- 2008-2009 Choice Enrollment Form

Notification to Parents Regarding SES (Section D)

PL 107-110, Sections 1116(e)(2)(A) and (B)

For each Title I school identified as in need of improvement for two or more consecutive years, the LEA must provide annual notice to parents of all eligible students enrolled in the school of the availability of supplemental educational services, including:

- a list of state-approved providers serving the LEA
- a brief description of services, contact information, and tutor qualifications
- a timeline for selection of providers and commencement of services
- an offer to assist parents in choosing a provider.

Guidance Regarding Application Narrative:

- Outline a specific process that the LEA will use to notify parents of students eligible for SES
- Include timelines for notifying all eligible families of SES both prior to and after the start of the school year
- Include a clear description of the process and procedure established to enable parents to communicate choice (at least two weeks) (including collecting rejection of SES from parents)
- Describe how the LEA will streamline the parent enrollment and provider selection process to ensure services begin by October 15
- Describe how the LEA will widely make SES enrollment forms available to parents and providers both prior to and after the start of the school year
- Provide a clear description of the process and procedure established to prioritize services if demand exceeds funds
- Address any additional communications to parents related to SES.

The following required documentations must include all requirement components found in appendix A:

- 2008-2009 Post-AYP SES Parent Notification Letter
- 2008-2009 SES Provider Directory
- 2008-2009 SES Enrollment Form
- Samples of Other Communications Related to SES (optional)

LEA/Provider Contract (Section E)

PL 107-110, Sections 1116(e)(3)(B)(C)(D) and (E)

The LEA must enter into agreements (contracts) with each state-approved provider that parents selected within the LEA. The agreement must:

- address the development and implementation of the Student Learning Plan (SLP)
- describe how the student's parents and student's teacher(s) will be regularly informed of the student's progress
- provide for termination of agreement if the provider is unable to meet goals and timetables
- contain provisions for payments to provider by the LEA
- prohibit provider from disclosing any student identifiable information

Guidance Regarding Application Narrative:

- Describe the process for the development and implementation of the contract
- Provide timelines ensuring students will receive services by Oct. 15th

The following required documentation must include all requirement components found in appendix A:

- 2008-2009 District/Provider Contract

Student Learning Plan (SLP) (Section F)

PL 107-110, Section 1116(e)(3)(A)

The LEA must enter into agreements (SLP) with each state-approved provider that parents selected in the LEA. The SLP must be signed and dated by all parties before services can begin. In instances in which signatures cannot be obtained, alternative methods for demonstrating "consultation" need to be provided. The SLP must include:

- specific student achievement goals for the student
- how each student's progress will be measured
- timetable for improving achievement
- for students with disabilities, consistency with individualized education program

Guidance Regarding Application Narrative:

- Describe timelines for the development, implementation, and monitoring of the SLPs
- Describe how the LEA will ensure that individual student needs are assessed and individual student skill gaps are identified
- Describe process if all three parties can not meet face to face to develop the SLP

The following required documentation must include all requirement components found in appendix A:

- Student Learning Plan (SLP)

Resources

Non-Regulatory Guidance

Public School Choice Non-Regulatory Guidance dated 2/6/2004:

http://www.fldoe.org/flbpso/doc/schoolchoiceguidance_word.doc

Supplemental Educational Services Non-Regulatory Guidance dated 6/13/2005:

<http://www.ed.gov/policy/elsec/guid/suppsvcsguid.doc>

Financial and Program Cost Accounting and Reporting for Florida Schools (Redbook 2001)

The Redbook of 2001 is a revised manual that provides Florida's Local Educational Agencies (LEA) with a comprehensive and uniform structure for reporting education fiscal data. It can be accessed at:

<http://www.fldoe.org/fefp/redtoc.asp>. Chapter four of this publication – Expenditure Accounts - presents funds and expenditure account numbers and the related definition, which should provide assistance in completing the Public School Choice budget form (DOE 100A).

Bureau of Public School Options' Website

<http://www.fldoe.org/flbpso/>

Technical Assistance Materials

Technical Assistance Paper (TAP) Related to Public School Choice Parent Outreach and Notification (K12 Memo 2007-58, April 9th, 2007):

<http://info.fldoe.org/docushare/dsweb/Get/Document-4362/k12-08-58memo.pdf>

Technical Assistance Paper (TAP) Related to Parent District Provider Agreement (PDPA) (K12 Memo 2006-151, October 12th, 2006):
http://info.fldoe.org/docushare/dsweb/Get/Document-4046/k12_06_151att.pdf

Technical Assistance Paper (TAP) Related to the Written Contractual Agreement Between School Districts and State-Approved Supplemental Educational Services Providers (K12 Memo 2006-107, July 25th, 2006):
http://info.fldoe.org/docushare/dsweb/Get/Document-3878/k12_06_107att1.pdf

Technical Assistance Paper related to the Development, Implementation, and Evaluation of Parent District Provider Agreements for Students Participating in SES (K12 Memo 2006-89, July 6, 2006):
http://info.fldoe.org/docushare/dsweb/Get/Document-3818/july06_tap.pdf

2006-2011 Local Educational Agency Plan – Due Date June 30, 2006 (K12 Memo 2006-56, April 21, 2006):
http://info.fldoe.org/docushare/dsweb/Get/Document-3677/k12_06_56memo.pdf

Florida Department of Education Contacts

Program Contact for Title I, Part A NCLB Public School Choice Options (CWT, SES):

- Anke Toth at Anke.Toth@fldoe.org or 850.245.0752
- Jessica Taylor at Jessica.Taylor@fldoe.org or 850.245.0504

Technical Assistance

- Felicia Elliott at Felicia.Elliott@fldoe.org or 850.245.0093

Appendices

Appendix A: LEA Application Review Checklist 2008-2009

Appendix B: Offering NCLB School Choice through Choice with Transportation

Appendix C: Sample of 2008-2009 SINI Post-AYP Parent Notification Letter

Appendix D: Sample of 2008 - 2009 SES Post-AYP Parent Notification Letter (for SINI 2+)

Appendix A
LEA Application Review Checklist
2008-2009

**LEA Application Review Checklist
2008-2009**

<input type="checkbox"/> District is NOT required to offer NCLB school choice (No SINI 1+) <input type="checkbox"/> DOE 100A COMPLETED <input type="checkbox"/> DOE 101 COMPLETED	Program Specialist: E-mail: Phone: Date of Review:
---	---

A. NCLB Public School Choice Options Funded by Title I Funds

Section/Component Minimum Content Requirements	Yes	No	Comments
Fill in the amounts that LEA will use to provide NCLB Public School Choice Options for: <div style="border: 1px solid black; background-color: #e0e0e0; padding: 5px; margin-bottom: 5px;"> A) Required Amount for CWT (5%): \$ B) District Input: \$ C) Required Amount for SES (5%): \$ D) District Input: \$ E) 20% set-aside for NCLB public school choice: \$ </div> If (B) is less than (A = 5%), provide an explanation <div style="border: 1px solid black; background-color: #e0e0e0; height: 20px; margin-bottom: 5px;"></div> If (D) is less than (C = 5%), provide an explanation <div style="border: 1px solid black; background-color: #e0e0e0; height: 20px; margin-bottom: 5px;"></div> If total for (B) + (D) is less than (E = 20%), provide an explanation <div style="border: 1px solid black; background-color: #e0e0e0; height: 20px;"></div>			
Adequate	<input type="checkbox"/>	<input type="checkbox"/>	

B. NCLB Public School Choice Options Funded by Non-Title I Funds

<p style="text-align: center;">Section/Component Minimum Content Requirements</p>	<p style="text-align: center;">Yes</p>	<p style="text-align: center;">No</p>	<p style="text-align: center;">Comments</p>
<p>Fill in the amounts that LEA will use to provide NCLB Public School Choice Options for:</p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p>F) District Input for CWT: \$</p> <p style="padding-left: 20px;">Funding Source:</p> <p>G) District Input for SES: \$</p> <p style="padding-left: 20px;">Funding Source:</p> <p>Total Amount Used for CWT/SES: \$</p> </div> <p>If (F) is less than (A = 5%), provide an explanation with a detailed narrative of use of funds (including object codes):</p> <div style="border: 1px solid black; height: 20px; margin-bottom: 10px;"></div> <p>If (G) is less than (C = 5%), provide an explanation with a detailed narrative of use of funds (including object codes):</p> <div style="border: 1px solid black; height: 20px; margin-bottom: 10px;"></div> <p>If total for (F) + (G) is less than (E = 20%), provide an explanation</p> <div style="border: 1px solid black; height: 20px;"></div>			
<p style="text-align: right;">Adequate</p>	<input type="checkbox"/>	<input type="checkbox"/>	

C. Notification to Parents regarding NCLB Public School Choice Options

<p style="text-align: center;">Section/Component Minimum Content Requirements</p>	<p style="text-align: center;">Yes</p>	<p style="text-align: center;">No</p>	<p style="text-align: center;">Comments</p>
<p>Documents provided for application regarding parent notification for Early Parent Notification of NCLB School Choice Options:</p>			
<p>a) 2008-2009 Pre-AYP Parent Notification Letter for Early-Identified Schools</p>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>b) 2008-2009 Post-AYP Parent Notification Letter for Early-Identified Schools</p>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>c) 2008-2009 Post-AYP Parent Notification Letter for all Other Schools</p>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>d) 2008-2009 Choice Enrollment Form</p>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>e) 2009-2010 Pre-AYP Parent Notification Letter for Early-Identified Schools (required if Early Parent Notification for 2009-2010)</p>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>Required components related to choice parent notification letter for Early Parent Notification Documents regarding NCLB School Choice Options:</p> <p>a) 2008-2009 Pre-AYP Parent Notification Letter for Early-Identified Schools</p>			
<p>School's 2006-2007 AYP results and what the identification means</p>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>Option to participate in NCLB school choice by transferring to another public school through choice with transportation (CWT)</p>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>List of eligible receiver schools (more than one school)</p>	<input type="checkbox"/>	<input type="checkbox"/>	

Academic achievement of each potential receiver school	<input type="checkbox"/>	<input type="checkbox"/>	
Required components related to choice parent notification letter for Early Parent Notification Documents regarding NCLB School Choice Options:			
b) 2008-2009 Post-AYP Parent Notification Letter for Early-Identified Schools			
School's 2007-2008 AYP results and what the identification means	<input type="checkbox"/>	<input type="checkbox"/>	
Reason(s) for school's identification	<input type="checkbox"/>	<input type="checkbox"/>	
How the school compares in terms of academic achievement to other public schools in the district	<input type="checkbox"/>	<input type="checkbox"/>	
What the school and district will do to address the academic problem(s)	<input type="checkbox"/>	<input type="checkbox"/>	
How parents can help address the academic problem(s)	<input type="checkbox"/>	<input type="checkbox"/>	
Options for NCLB Public School Choice Options, including supplemental educational services and reference that parents were given the option to transfer to another public school earlier in the year, as applicable	<input type="checkbox"/>	<input type="checkbox"/>	
Required components related to choice parent notification letter for Early Parent Notification Documents regarding NCLB School Choice Options:			
c) 2008-2009 Post-AYP Parent Notification Letter for all Other Schools			
School's 2007-2008 AYP results and what the identification means	<input type="checkbox"/>	<input type="checkbox"/>	
Reason(s) for school's identification	<input type="checkbox"/>	<input type="checkbox"/>	
List of eligible receiver schools (more than one school)	<input type="checkbox"/>	<input type="checkbox"/>	
How the school compares in terms of academic achievement to other public schools in the district	<input type="checkbox"/>	<input type="checkbox"/>	

Academic achievement of each potential receiver school	<input type="checkbox"/>	<input type="checkbox"/>	
What the school and district will do to address the academic problem(s)	<input type="checkbox"/>	<input type="checkbox"/>	
How parents can help address the academic problem(s)	<input type="checkbox"/>	<input type="checkbox"/>	
Options for NCLB Public School Choice Options, including transferring to another public school and supplemental educational services, as applicable	<input type="checkbox"/>	<input type="checkbox"/>	
Required components related to choice parent notification letter for Early Parent Notification Documents regarding NCLB School Choice Options:			
e) 2009-2010 Pre-AYP Parent Notification Letter for Early-Identified Schools (required if Early Parent Notification for 2009-2010)			
School's 2007-2008 AYP results and what the identification means	<input type="checkbox"/>	<input type="checkbox"/>	
Options for to participate in NCLB school choice by transferring to another public school through choice with transportation (CWT)	<input type="checkbox"/>	<input type="checkbox"/>	
List of eligible receiver schools (more than one school)	<input type="checkbox"/>	<input type="checkbox"/>	
Academic achievement of each potential receiver school	<input type="checkbox"/>	<input type="checkbox"/>	
Application regarding parent notification for Early Parent Notification of NCLB School Choice Options for 2008-2009 and 2009-2010:			
Specific process that the LEA will use to notify parents at an appropriate and reasonable time of their options pursuant to NCLB Public School Choice Options (Parent must be notified no later than the first day of the school year.)	<input type="checkbox"/>	<input type="checkbox"/>	
Clear description of the process and procedure established to enable parents to communicate choice (at least two weeks)	<input type="checkbox"/>	<input type="checkbox"/>	

Clear description of the process and procedure established to prioritize services if demand exceeds funds	<input type="checkbox"/>	<input type="checkbox"/>	
Documents provided for application regarding parent notification for Regular Post-AYP Parent Notification of NCLB School Choice Options for 2008-2009:			
a) 2008-2009 Post-AYP Parent Notification Letter	<input type="checkbox"/>	<input type="checkbox"/>	
b) 2008-2009 Choice Enrollment Form	<input type="checkbox"/>	<input type="checkbox"/>	
Required components related to choice parent notification letter for 2008-2009 Post-AYP Parent Notification Documents Regarding NCLB School Choice Options:			
a) 2008-2009 Post-AYP Parent Notification Letter			
School's 2007-2008 AYP results and what the identification means	<input type="checkbox"/>	<input type="checkbox"/>	
Reason(s) for school's identification	<input type="checkbox"/>	<input type="checkbox"/>	
How the school compares in terms of academic achievement to other public schools in the district	<input type="checkbox"/>	<input type="checkbox"/>	
What the school and district will do to address the academic problem(s)	<input type="checkbox"/>	<input type="checkbox"/>	
How parents can help address the academic problem(s)	<input type="checkbox"/>	<input type="checkbox"/>	
Options for NCLB Public School Choice Options, including transferring to another public school and supplemental educational services, as applicable	<input type="checkbox"/>	<input type="checkbox"/>	
List of eligible receiver schools (more than one school)	<input type="checkbox"/>	<input type="checkbox"/>	
Academic achievement of each potential receiver school	<input type="checkbox"/>	<input type="checkbox"/>	

Application regarding parent notification for Regular Post-AYP Parent Notification of NCLB School Choice Options for 2008-2009:			
Specific process that the LEA will use to notify parents at an appropriate and reasonable time of their options pursuant to NCLB Public School Choice Options (Parents must be notified no later than the first day of the school year.)	<input type="checkbox"/>	<input type="checkbox"/>	
Clear description of the process and procedure established to enable parents to communicate choice (at least two weeks)	<input type="checkbox"/>	<input type="checkbox"/>	
Clear description of the process and procedure established to prioritize services if demand exceeds funds	<input type="checkbox"/>	<input type="checkbox"/>	
Application, choice parent notification letter, and choice enrollment form were adequate.	<input type="checkbox"/>	<input type="checkbox"/>	
D. Notification to Parents regarding SES			
Section/Component Minimum Content Requirements	Yes	No	Comments
Documents provided for application regarding parent notification for Supplemental Educational Services:			
a) 2008-2009 Post-AYP SES Parent Notification Letter	<input type="checkbox"/>	<input type="checkbox"/>	
b) 2008-2009 SES Provider Directory	<input type="checkbox"/>	<input type="checkbox"/>	
c) 2008-2009 SES Enrollment Form	<input type="checkbox"/>	<input type="checkbox"/>	
Required components related to Post-AYP SES Parent Notification Letter:			
Procedures and timelines that parents must follow in selecting a provider and commencement of services	<input type="checkbox"/>	<input type="checkbox"/>	

Sufficient amount of time for parents to make informed decisions	<input type="checkbox"/>	<input type="checkbox"/>	
Offer from the LEA to assist parents in choosing a provider	<input type="checkbox"/>	<input type="checkbox"/>	
Required components related to SES Provider Directory:			
Brief description of providers' services	<input type="checkbox"/>	<input type="checkbox"/>	
Tutor qualifications of provider staff	<input type="checkbox"/>	<input type="checkbox"/>	
Contact information for providers	<input type="checkbox"/>	<input type="checkbox"/>	
Application regarding parent notification of Supplemental Educational Services:			
Specific process that the LEA will use to notify parents of students eligible for SES	<input type="checkbox"/>	<input type="checkbox"/>	
Timelines for notifying all eligible families of SES both prior to and after the start of the school year	<input type="checkbox"/>	<input type="checkbox"/>	
Clear description of the process and procedure established to enable parents to communicate choice (at least two weeks) (including collecting rejection of SES from parents)	<input type="checkbox"/>	<input type="checkbox"/>	
How the LEA will streamline the parent enrollment and provider selection process to ensure services begin by October 15	<input type="checkbox"/>	<input type="checkbox"/>	
How the LEA will widely make SES enrollment forms available to parents and providers both prior to and after the start of the school year	<input type="checkbox"/>	<input type="checkbox"/>	

Clear description of the process and procedure established to prioritize services if demand exceeds funds	<input type="checkbox"/>	<input type="checkbox"/>	
Additional any communications to parents related to SES	<input type="checkbox"/>	<input type="checkbox"/>	
Application, SES parent notification letter, SES provider directory, and SES enrollment form were adequate.	<input type="checkbox"/>	<input type="checkbox"/>	
E. LEA/Provider Agreement (Contract)			
Section/Component Minimum Content Requirements	Yes	No	Comments
Document provided for application regarding LEA/provider agreement :			
LEA/provider agreement (contract)	<input type="checkbox"/>	<input type="checkbox"/>	
Required components related to the LEA/provider agreement (contract):			
How the LEA will ensure the student's parent(s) and the student's teacher(s) will be regularly informed of the student's progress	<input type="checkbox"/>	<input type="checkbox"/>	
Policies relative to the use of school facilities	<input type="checkbox"/>	<input type="checkbox"/>	
Policies and procedure regarding confidentiality of students' records	<input type="checkbox"/>	<input type="checkbox"/>	
Provisions to ensure that services will be provided consistent with applicable health, safety, and civil rights laws	<input type="checkbox"/>	<input type="checkbox"/>	
Termination agreement	<input type="checkbox"/>	<input type="checkbox"/>	

Provision for payments	<input type="checkbox"/>	<input type="checkbox"/>	
Policies relative to the background checks and fingerprinting	<input type="checkbox"/>	<input type="checkbox"/>	
Application regarding LEA/provider agreement:			
Process of the development and implementation of the contract	<input type="checkbox"/>	<input type="checkbox"/>	
Timelines ensuring students will receive services by Oct. 15th	<input type="checkbox"/>	<input type="checkbox"/>	
Application regarding the contract was adequate.	<input type="checkbox"/>	<input type="checkbox"/>	
F. Student Learning Plan (SLP)			
Section/Component Minimum Content Requirements	Yes	No	Comments
Document provided for application regarding Student Learning Plan:			
Student Learning Plan (SLP)	<input type="checkbox"/>	<input type="checkbox"/>	
Required Components related to the Student Learning Plan (SLP):			
Specific student achievement goals	<input type="checkbox"/>	<input type="checkbox"/>	
How students' progress will be measured	<input type="checkbox"/>	<input type="checkbox"/>	
Timetable for improving achievement	<input type="checkbox"/>	<input type="checkbox"/>	

Consistency of the SLP with individualized education program for students with disabilities	<input type="checkbox"/>	<input type="checkbox"/>	
Application regarding SLP:			
Timelines for the development, implementation, and monitoring of the SLPs	<input type="checkbox"/>	<input type="checkbox"/>	
How the LEA will ensure that individual student needs are assessed and individual student skill gaps are identified	<input type="checkbox"/>	<input type="checkbox"/>	
Process if all three parties can not meet face to face to develop the SLP	<input type="checkbox"/>	<input type="checkbox"/>	
Application regarding SLP was adequate.	<input type="checkbox"/>	<input type="checkbox"/>	

Appendix B
Offering NCLB School Choice through Choice with
Transportation

Offering NCLB School Choice through Choice with Transportation Early

Florida has a long history of providing parents and students a variety of school choice options including open enrollment options. Several of these options address parent and student interest in attending smaller schools, receiving more individual attention, or enrolling in a specified program. In addition to No Child Left Behind (NCLB) public school choice, the following public school options have been developed and implemented by many Florida districts: controlled open enrollment, charter schools, magnet schools, career academies, virtual schools, dual enrollment, advanced placement, international baccalaureate, and ABC schools.

NCLB requires all school districts to notify the parents of all students enrolled in Title I schools identified as in need of improvement, corrective action, or restructuring of the option to transfer their children to another public school in the district with transportation provided. The United States Department of Education (USDE) is encouraging districts to offer parents the option to participate in NCLB school choice through Choice with Transportation (CWT) early. In many districts, CWT options are announced after controlled open enrollment options, and other special program options such as magnet schools. A district may be able to collaborate and align CWT options with the district's overall choice options. This document includes strategies, steps, and an Early Notification Plan template to help you implement this option. If a district wishes to offer CWT early for the 2008-2009 school year, the district must complete an Early Notification Plan and submit the plan to the Department for approval.



Excerpt from USDE’s recent publication *Giving Parents Options: Strategies for Informing Parents and Implementing Public School Choice And Supplemental Educational Services Under No Child Left Behind*

<http://www.ed.gov/admins/comm/choice/options/index.html>

Getting a head start

Under *No Child Left Behind*, districts are required to notify parents of eligible students of their public school choice options no later than by the beginning of the school year. In many cases, districts need to receive school AYP results from the state before knowing which schools are identified for improvement and thus which students are eligible for public school choice. Districts should, at a minimum, begin the planning process for implementing public school choice well before release of AYP results. Following are some ideas for districts to help ensure that parents can make choices as early as possible.

Determining which schools may serve as transfer options regardless of latest AYP results

Each spring, districts should know if there are schools that can serve as transfer options for the following fall regardless of the latest AYP results (i.e., Title I schools that have not missed AYP or non-Title I schools). Districts should be able to inform parents well before the school year starts that these schools are transfer options. Districts also should consider working with principals to prepare these schools for receiving transfers for the next school year.

Implementing public school choice early for students in schools that cannot exit identified status

Districts also know which schools cannot exit improvement, corrective action, or restructuring status regardless of latest AYP results (i.e., identified schools that did not make AYP for the prior school year's AYP determinations, as schools must make AYP for two consecutive years in order to exit identified status). Students in these schools will continue to be eligible for public school choice, and nothing should prevent districts from offering public school choice and implementing transfer requests by parents of these students in advance of release of AYP data. Indeed, a district should consider offering public school choice to parents of students in such schools at some point during the prior year, and may choose to make such offers coincide with offers of other choice programs that do not depend on AYP data.

Coordinating implementation: Using a school choice office

In districts where a number of school choice options are available to parents, coordinating implementation of these options may be wise—and in some cases, imperative. To this end, many districts have created a school choice office where responsibilities for administering choice programs are consolidated, including those for public school choice under *No Child Left Behind*. This strategy may improve implementation by, among other things, avoiding duplication of effort, providing information to parents about options that is comprehensive in scope and consistent across programs, and coordinating transportation.

Districts interested in implementing an Early Notification Plan must carefully consider the needs of eligible families and the schools these families attend. Districts should coordinate their notification and marketing activities for CWT with the district's choice office, magnet programs, and controlled open enrolment office. Notifications for NCLB must be coordinated with both CWT coordinators and supplemental educational services (SES) coordinators. Please find below suggestions and tools to assist each district in developing an Early Notification Plan and to ensure compliance with federal law.

Suggested steps to developing a NCLB school choice option Early Notification Plan

1. Identify which schools will not exit improvement status for 2008-2009.
2. Identify which schools may be eligible receiver schools regardless of the upcoming AYP results for those students who wish to transfer with CWT.
3. Collaborate with your district's choice office to align the district's choice options, application, and timelines with that of NCLB school choice through CWT.
4. Submit a draft of the early notification letter for early identified schools, post-AYP letter for early identified schools, and early notification plan to FL Department of Education, Bureau of Public School Options for review. *As we continue to monitor implementation of this option for early notification, we may require further documentation that we will include for the 2008-2009 LEA application.*
5. Notify all families enrolled in schools that cannot exit improvement status regardless of 2007-2008 AYP results, of their option to participate in CWT for the 2008-2009 school year well before the start of the school year. These are the district's early-identified schools.
6. After AYP results are released, send post-AYP notification to early-identified schools.
7. After AYP results are released, send post-AYP notification to all other schools that are in improvement status regarding options to participate in NCLB school choice through CWT. These schools could not be early-identified because they have been newly identified as in need of improvement or made AYP the previous year and did not make AYP for 2007-2008.

Checklist for each notification

All NCLB school choice notifications must be received by parents no later than the first day of school. The following information should be included in the parent notification.

Early Notification for Early-identified Schools (pre-AYP)

- School's most recent AYP results and include the school's identification as a School In Need of Improvement, Corrective Action, or Restructuring and what this identification means
- Option to participate in NCLB school choice by transferring to another public school through choice with transportation (CWT)
- A list of eligible receiver schools, including their academic achievement (most recent AYP results)
- Description of the type of transportation that will be provided (i.e. door-to-door, localized hubs, payment for gas or public transportation, etc.) and include a statement regarding the potential to prioritize applications for transportation if demand for transportation exceeds available funds
- Clear description of process and procedure to prioritize services if demand exceeds available funds
- Clear instructions and sufficient timelines to submit applications
- You may wish to include information regarding the potential to participate in supplemental educational services (SES)*, as applicable

Post-AYP Notification for Early-identified Schools

- School's 2007-2008 AYP results and include the school's identification as a School In Need of Improvement, Corrective Action, or Restructuring and what the identification means
- Reason for the school's identification

- How the school compares in terms of academic achievement to other public schools in the district
- What the school/district are doing to address the academic problems
- How the parents can help address the academic problems
- Option to participate in SES*, as applicable
- Reference that parents were given the option to participate in CWT earlier in the year

Post-AYP Notification for all Other Schools

- School's 2007-2008 AYP results and include the school's identification as a School In Need of Improvement, Corrective Action, or Restructuring and what the identification means
- Reason for this identification
- How the school compares in terms of academic achievement to other public schools in the district
- What the school/district are doing to address the academic problems
- How the parents can help address the academic problems
- Options to participate in NCLB school choice through CWT or SES*, as applicable
- A list of eligible receiver schools including their academic achievement (most recent AYP results)
- Description of the type of transportation that will be provided (i.e. door-to-door, localized hubs, payment for gas or public transportation, etc.) and include a statement regarding the potential to prioritize applications for transportation if demand for transportation exceeds available funds
- Clear description of process and procedure to prioritize services if demand exceeds available funds
- Clear instructions and sufficient timelines to submit applications

* Please note that Florida law requires notification of SES to be prior to and after the start of the school year. We recommend that the letters listed above reference the availability for eligible families to participate in SES and that further information will be sent to eligible families.

SES notification to eligible families

- School's 2007-2008 AYP results and include the school's identification as a School In Need of Improvement, Corrective Action, or Restructuring and what the identification means
- Timeline for selection of providers and commencement of services
- Offer to assist parents in choosing a provider including contact information for someone to assist
- Clear description of process and procedure to prioritize services if demand exceeds available funds
- Clear instructions and sufficient timelines to submit applications
- SES provider directory
 - Brief description of providers' services
 - Description of tutor qualifications
 - Contact information for providers
- SES application/enrollment form



**2008-2009 Early Notification Plan
for NCLB School Choice through Choice with Transportation (CWT)**

Each section must be completed and submitted for approval by the Florida Department of Education, Bureau of Public School Options (BPSO) prior to the LEA implementing this plan. To ensure compliance, notification letters should not be mailed to eligible families until BPSO has reviewed and approved the LEA's letters.

LEA Name:

- LEA wishes to participate in Early Notification for early-identified schools
 LEA does not wish to participate in Early Notification

If the LEA wishes to participate in early notification, please complete each question using the form fields provided and submit to BPSO for approval. E-mail completed Early Notification Plan, early notification letter, and early CWT application to Ms. Jessica Taylor, Program Specialist in the Bureau of Public School Options at Jessica.taylor@fldoe.org. If you have questions or need further assistance you may e-mail or contact Ms. Taylor by phone at 850.245.0479.

Complete the following contact information for the person responsible for completing this form:

Contact Name:

Contact's e-mail:

Contact's phone number:

Early Notification for Early-identified schools (pre-AYP)

1. Describe the process that the LEA will use to identify which schools will not exit improvement status for 2008-2009 school year:
2. Describe the process the LEA will use to identify which schools will be offered as eligible receiver schools to include in the early-notification for CWT:
3. Number of schools identified for early notification:
4. Proposed date of early notification:
5. Medium of notification (mail, backpack, etc.):
6. Describe any additional sources of information to parents:
7. Application deadline for CWT:
8. Describe process and procedure to prioritize services if demand exceeds available funds:
9. Describe any collaboration or coordination of CWT options and applications with other district choice options:
10. Attach early notification and CWT application for early-identified schools

Post-AYP Notification for Early-identified schools

11. Expected date of post-AYP notification:
 12. Expected medium of notification (including those students who opted to transfer):
- *Prior to mailing post-AYP notification, please submit to BPSO for review.

Post-AYP notification for all other schools

13. Expected number of schools not identified for early notification that may be identified as in improvement:
14. Expected date of post-AYP notification:
15. Expected medium of notification (mail, backpack, etc.):
16. Describe anticipated additional sources of information to parents:
17. Expected application deadline for CWT:

18. Describe anticipated collaboration or coordination of CWT options and applications with other district choice options:

*Prior to mailing post-AYP notification and CWT application for all schools not previously identified, please submit to BPSO for review.

Resources

Public School Choice Non-Regulatory Guidance

http://www.fldoe.org/flbpso/doc/schoolchoiceguidance_word.doc

Giving Parents Options: Strategies for Informing Parents and Implementing Public School Choice And Supplemental Educational Services Under No Child Left Behind

<http://www.ed.gov/admins/comm/choice/options/index.html>

Creating Strong District School Choice Programs

<http://www.ed.gov/admins/comm/choice/choiceprograms/index.html>

BuildingChoice.org

<http://www.buildingchoice.org>

Appendix C

Sample of 2008-2009 SINI Post-AYP Parent Notification Letter

(Delete SES option for SINI 1, Include SES option for SINI 2+)

Dear Parent,

Your child attends **Sunshine Elementary**, which receives federal Title I funds to assist students in meeting state achievement standards. Your child's school has not met these standards in **reading** for **three** consecutive years. This school has been identified as a *School in **Need of Improvement***.

What are we doing about it?

Sunny School District is providing the following assistance and support to help the students at your child's school improve their academic achievement:

What can you do?

You are very important to your child's education. We invite you to become more involved in your child's school by:

What are your Choice options?

Under the federal No Child Left Behind (NCLB) law, when a school has been identified as a *School in **Need of Improvement***, parents have options for the 2008-2009 school year:

- You may choose to have your child remain at the current school.
- If your child is eligible for free or reduced-priced lunch, you may choose for your child to remain at the current school and receive free tutoring or "Supplemental Educational Services". We will send you additional information about free tutoring in the near future.
- You may choose to transfer your child to one of the schools listed below with transportation provided by the district. If demand for transportation exceeds available funds, transportation will be prioritized to the lowest achieving low-income students.

If you want to transfer your child to another public school, you may choose one of the following schools:

- | | | |
|---------------------------|----------------------------|--|
| • Alpha Elementary | Grade 'B' for 07-08 | Met 97% of AYP standards for 07-08 |
| • Beta Elementary | Grade 'A' for 07-08 | Met 100% of AYP standards for 07-08 |

For more information about your child's school or other schools in the district, please contact **John Doe** at **(XXX) XXX-XXXX** or visit the Florida Department of Education's website at <http://schoolgrades.fldoe.org>.

It's up to you!

If you want your child to remain at **Sunshine Elementary** school, you do not need to complete this application.

If you want your child to go to another school, please complete the attached application and return it to _____ by _____.

If you have questions or need help with this application, please contact **Jane Doe** at **(XXX) XXX-XXXX**.

Sincerely,

District School Superintendent

Appendix D

Sample of 2008 - 2009 SES Post-AYP Parent Notification Letter (for SINI 2+)

Dear Parent:

Your child is eligible to receive **free tutoring** through the Supplemental Educational Services (SES) program for the 2008-2009 school year.

How did my child qualify?

Students who are eligible for free or reduced-price lunch and who attend Title I schools that failed to make Adequate Yearly Progress (AYP) for three or more consecutive years are eligible for these services.

Your child's school receives federal Title I funds to assist students in meeting state achievement standards. **Sunshine Elementary** has not met these standards in **reading** for **three** consecutive years. This school has been identified as a *School in **Need of Improvement***.

What is SES?

SES is a program that offers free tutoring to eligible students.

Tutoring is offered in mathematics or reading/language arts. This tutoring takes place outside of the regular school day. Each provider offers a different program on different days at different locations. After you learn more about each of the providers, you will choose the provider that can best meet the needs of your child. Tutoring will start by October 15, 2008.

How do I apply?

First, choose a provider for your child from the attached list of approved providers. To help you choose, we have enclosed a chart with questions to ask providers, called "Choosing an SES Provider."

Then, complete the attached application form and list the providers in the order of your preference. The district will try to assign your child to your first choice. If your first choice is not available, your child will be assigned to your second or third choice.

You must return the **Name of District SES Application Form** on or before _____ to one of the following locations:

- **Your child's school**
- **SES Provider Fair**
- **Mail or deliver to the district office at _____**

The district will give priority to the lowest performing students if there is not enough funds to provide services to all eligible students whose parents request the services.

How can I learn more?

Please come to one of our scheduled Provider Information Fairs to be held at _____ on _____. You can meet with providers and talk about the program that may best meet your child's needs.

If you have questions or need additional information, please contact **John Doe** at **(XXX)-XXX-XXXX**.

Sincerely,

Superintendent

Attachments: **Application Form**
Tutoring Provider Directory
Choosing an SES Provider

FLORIDA DEPARTMENT OF EDUCATION



**Bureau of Public School Options
325 West Gaines Street, Suite 316
Tallahassee, FL 32399
Tel. 850.245.0479
Fax 850.245.0705**