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Technical Assistance Paper

Public School Choice Parent Outreach and Notification

Summary:

The purpose of this technical assistance paper (TAP) is to provide school district and school personnel with information essential to the implementation of No Child Left Behind public school choice options. The requirements, procedures, and guidelines outlined in this TAP will be helpful in the development, implementation, and evaluation of school improvement and public school choice efforts.

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Public School Choice Parent Outreach and Notification

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A. GENERAL INFORMATION

A-1 What educational choice options are available to students and parents under the No Child Left Behind (NCLB) Act?

Students enrolled in Title I schools identified as in need of improvement may attend another public school as their home schools are undergoing comprehensive school improvement. Eligible students attending Title I schools identified as in need of improvement for two or more years are eligible to receive free tutoring, also called supplemental educational services (SES).

A-2. Who is eligible for NCLB school choice?

Students enrolled in Title I schools identified for school improvement, corrective action, or restructuring are eligible for school choice. Students attending Title I schools identified as in need of improvement are eligible to attend another public school with district-provided transportation. Students eligible for free or reduced-priced lunch who are attending Title I schools identified as in need of improvement for two or more years are eligible to receive supplemental educational services from state-approved providers.

A-3. How must districts notify parents of their public school choices under NCLB?

Prior to the beginning of the school year, the district must provide the parents of each student enrolled in a Title I school identified as in need of improvement, corrective action, or restructuring with the following information:

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

The communication must be easy to understand, objective and encourage parents to participate in public school choice and supplemental educational services. The district may inform parents that these services may be prioritized to serve the lowest-achieving low-income students.

A-4. When must a school district notify parents regarding public school choice for eligible students?

A school district must notify parents of all eligible students regarding their public school choice options no later than the first day of the school year following the school year in which the district administered the assessments that resulted in the school being identified as in need of school improvement, corrective action, or restructuring. If possible, a district should notify parents regarding their available choices before the beginning of the school year in which those choices will be available. The district must notify all parents of eligible students regarding SES prior to and after the start of the school year.

A-5. Are districts required to notify parents of students who are not currently enrolled but whom the district anticipates will enroll (i.e., students entering kindergarten for the first time or students moving from elementary to middle, middle to high) of their options under NCLB?

Federal law requires that choice be made available to all students enrolled in schools identified for improvement, corrective action, or restructuring. According to USDOE Non-Regulatory Guidance, students planning to enter a school for the first time should have the same opportunity to exercise choice as students previously enrolled in a school. Therefore, the district should notify the parents of the students whom they anticipate will enroll in an eligible school of their options to transfer or participate in SES. For example, the district should notify parents of students planning to enroll in kindergarten regarding the opportunity to participate in public school choice options. Likewise, parents of students currently enrolled in the fifth grade who are zoned for attendance in a Title I middle school required to offer choice should be notified of their options at the same time as other students are notified.

A-6. Can the district send the parent notification prior to the AYP determinations?

Yes, the district may send information to parents of the possibility of the options to transfer or participate in SES prior to the Adequate Yearly Progress (AYP) determination. However, this notification cannot contain all essential components since the required notification must include the current AYP information and status of the school. If the district decides to send a pre-AYP letter, the district must also send a post-AYP notification to ensure that all parents are notified of each of the items listed in question A-3. Issues to consider before deciding to send two notices include:

- How will the district ensure that parents receive the second notice?
- How will the district notify parents they have been approved to transfer to a different school?
- Will parents have an opportunity to transfer with transportation provided after the second notification?

A-7. What procedures should the district establish for enabling parents to communicate their choice of school or SES?

A school district must ensure that its policies and/or procedures for receiving choice-related communications from parents do not impede parents' opportunities to exercise choice options. For example, parents should not have to appear in person to state their choices or visit a school prior to making a choice. Rather, parents should be able to communicate their choices in a variety of ways, including standard mail, email, or fax. The district should confirm with parents that it has received their communication regarding choice.

A-8. How much time should parents have to consider their options?

A school district may set timelines for parents to make their decisions regarding choice, depending on the circumstances in the district and its schools. For example, the district may establish a window during which parents must exercise their choice option or the district may hold open enrollment periods throughout the year. The district must work with parents to ensure that they have ample information and time to take advantage of the opportunity to choose a different public school or SES for their child. At a minimum, parents should have two weeks from the time all of the information is received to notify the district of their choice.

A-9. Should a district notify only the parents of the lowest achieving eligible students first and then if funds are available notify all other parents?

No, a district cannot assume before it contacts parents that it will have limited resources for CWT or SES. Rather, the district must notify all eligible families of their children's eligibility and public school options. If more families request to participate in CWT or SES than funds are available, the district must then set priorities or criteria to determine which eligible students can get services.

A-10. How should the district prioritize services if demand exceeds available funding?

The district must use fair and equitable criteria in determining which students are the lowest achieving and should use professional judgment in applying those criteria. Examples of possible approaches to prioritization include, but are not limited to the following:

- low-income students whose FCAT scores fall below an established cut-off level
- low income students in grade levels with the highest percentage of low-performing students based on an established cut off level
- low-income and lowest-performing students in the subjects with the greatest need
- low-income and lowest-performing students in reading/language arts and mathematics

- low-income and lowest-performing students in reading/language arts or mathematics
- low-income students scoring a level 1 on the most recent FCAT in reading and mathematics
- low-income students scoring a level 1 on the most recent FCAT in reading or mathematics
- low-income students scoring a level 1 on FCAT for consecutive years by subject

B. Choice with Transportation (CWT)

B-1. Which schools may be offered to students as transfer options?

All students enrolled in Title I schools identified as in need of improvement, corrective action, or restructuring are eligible to transfer to another public school, including a charter school that is not identified as in need of improvement. The public schools from which students may choose are not required to be Title I schools. Districts are not required to make all schools available for school choice. Districts may use availability of transportation, distance, length of bus ride, or school capacity as factors in determining which schools to make available for choice; however, districts must provide parents with options to transfer their child to a higher performing school. Districts may not use lack of capacity to deny students the option to transfer pursuant to NCLB school choice.

B-2. How many school choices should districts provide for parents?

If more than one school is available, the district must offer more than one choice to parents of eligible students. Schools that cannot be included in this choice are schools identified for improvement, corrective action, or restructuring under Title I or identified by the state as persistently dangerous. Districts should strive to provide a full menu of choices to students and parents, and must take into account parents' preferences among the choices offered.

B-3. Can the district provide additional information regarding the schools to which the student may transfer?

Yes, the district may provide additional information regarding the schools available for transfer, such as a description of academic programs or facilities, before/after school programs, and professional qualifications of the teachers. This information must be presented in an unbiased manner that does not seek to dissuade parents from exercising their choice to choose a new school.

B-4. Can the district use distance or length of bus ride in determining the options for parents?

No, a district may not use shortage of buses or bus drivers to deny students the option to transfer but may take length of bus ride into consideration in deciding which choices to make available to eligible students. Every student enrolled in a Title I

school in need of improvement who wishes to transfer to a school that is not in need of improvement must have that opportunity. Districts may provide information regarding the length of the bus ride to parents in the parent notification as long as the information is presented in a fair and unbiased manner.

B-5. If there are no schools to which students can transfer, must parents still be notified regarding the status of the school?

Yes, parents must be notified by the district that their child's school is identified for improvement. Such notification might also inform parents of the option of receiving SES for those children who are eligible.

C. Supplemental Educational Services (SES)

C-1. What information must the parent notification of SES contain?

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

- Include contact information for each approved service provider within the district or in its general geographic location. The notice should also identify providers that are accessible through technology, such as distance learning.
- Describe the services, qualifications, and evidence of effectiveness for each provider.
- Describe the timelines that parents must follow in selecting a provider and commencement of services.
- Include an enrollment form with space to select providers in order of preference or to decline SES services.
- Be easily understandable, in a uniform format, including alternate formats upon request, and to the extent practicable, in a language the parents can understand.

C-2. How long must a school hold enrollment for SES?

A school district must hold open student enrollment for supplemental educational services unless or until it has obtained a written election to receive or reject services from parents of at least a majority of the students receiving free or reduced-price lunch.

C-3. When should the district notify parents regarding their child's eligibility for supplemental educational services and when must services begin?

Section 1008.331, Florida Statutes, requires districts to notify parents prior to and after the start of school about the availability of SES so that services can begin by October 15th of each school year. SES enrollment forms must be made freely

available to the parents of eligible students until the school is no longer holding enrollment.

C-4. Are pre-kindergarten students eligible to take advantage of SES?

No, SES is only available for eligible students enrolled in grades K-12 in Title I schools identified for improvement, corrective action, or restructuring for two or more consecutive years.

C-5. Can the district send a postcard to notify parents that students are eligible for SES or have been assigned a provider?

No, since eligibility for SES is based on the income of the family, notification of eligibility must remain confidential. The Office of Family Policy Compliance has ruled that the release of confidential information via a postcard is a violation of Family Educational Rights and Policy Act.

D. Strategies for Reaching Out to Parents

D-1. How can districts assist parents in choosing an SES provider that most appropriately meets the needs of their children?

To acquaint parents with approved providers, districts may wish to consider hosting one or more provider fairs, depending on the size of the district and the location of eligible schools and students. For general information, holding meetings or town hall meetings for parents at the school or with a group of schools in one convenient location is a good method for communicating with parents and answering their specific questions. Many districts find that hosting these types of meetings after school or on weekends allows more parents to participate. Districts may wish to include transportation to the meeting or offer childcare in an effort to increase parental involvement. SES information could also be incorporated into other school events such as open house events, sporting events, school performances, or annual fairs. Further innovative outreach activities can be located in Appendix A, which is a summary of districts' parent outreach efforts for the 2006-2007 school year.

D-2. How can districts help parents select an SES provider from the list of approved providers?

NCLB requires that school districts provide assistance to parents in selecting an approved SES provider if requested. District officials must use caution and ensure that information is unbiased and does not unduly encourage a parent to select one provider over another. The district should also work to ensure that parents who do not speak English understand their options. For example, schools may request bilingual staff to be present at informational events.

D-3. What other types of print media should districts use to notify parents of the availability of choice with transportation and/or SES?

In addition to the required written notification, many districts have had success in informing parents regarding SES through advertisements in newspapers and magazines with wide circulation. Flyers and attractive brochures can be distributed through backpack mailings that children take home from school. Community organizations are also effective partners to acquaint parents with No Child Left Behind and the services provided. Many districts have found that partnering with faith-based organizations and other community centers like the Big Brothers Big Sisters or the United Way presents further opportunities for the district to reach parents. These organizations can include information regarding the services provided through NCLB in newsletters or weekly bulletins. The business community may be able to post flyers at their business or incorporate SES information in employee newsletters. To assist districts in their outreach efforts, the Department has created sample flyers, newsletters, and posters. These materials can be found on the Department's web site at:

<http://www.firn.edu/doe/flbпсо/nclbchoice/ses/parentoutreach.htm>.

D-4. Should districts offer information about SES at locations off school sites?

Yes, districts are encouraged to be creative in their outreach to parents about SES. Offsite venues can offer several advantages for parents. Transportation to provider fairs and meetings is an obstacle for many families. Many times these off site venues are more accessible to parents. Some innovative locations where districts have offered informational booths about SES include churches, neighborhood recreational parks, and local grocery stores.

D-5. How can districts partner with local businesses to inform parents about SES?

Districts may be able to collaborate with community business partners such as banks, stores, and professional firms for outreach to parents. Community businesses may be willing to sponsor broadcast messages on radio, television, billboards, or print advertising in local newspapers. Many radio and television stations will publish schools' news without cost to the district. These public service announcements (PSAs) are one of the many opportunities districts have in promoting their programs. Creative ideas such as recruiting a local celebrity or sports figure to record a message that can be used in broadcast spots may reach more parents. The following is a sample PSA:

Free tutoring is available to help eligible students improve their reading and mathematics skills. Contact *****add name and number***** for more information.

D-6. How can school staff assist parents regarding school choice options?

The law requires that school staff know about CWT and SES. Some districts have hosted a principals' meeting to inform school administration regarding these

programs and how they should be implemented. Schools that must offer SES should ensure that all teachers understand what SES is, who is eligible, the role of providers, how parents can apply, and opportunities for teacher and paraprofessional employment with providers. School secretaries and guidance counselors may receive phone calls with questions from parents. School staff should be given an orientation to SES and may find a script useful in informing SES to parents of eligible students, especially during parent-teacher conferences.

D-7. What can principals do to help facilitate supplemental educational services?

Principals play an important role in ensuring that all eligible students are notified of their opportunity to participate in free tutoring and ensuring that services begin quickly and smoothly. Principals should take a proactive approach to communicating with providers. Principals can encourage providers to speak with teachers and staff about SES and their opportunities to work as a tutor for providers. It is important that school staff understand how school choice options impact school improvement efforts. Enhancing teachers' understanding and encouraging teachers to share this information with parents at parent-teacher meetings can help ensure that parents understand their options. Additionally, principals can inform providers of necessary information and specific rules that pertain to their school. Some essential information that providers will need to ensure services begin in a timely manner are: school hours, teacher and paraprofessional contract hours, regulations, campus use and policies, and fee schedule for facility space usage. Principals may wish to monitor classrooms during SES tutoring sessions and talk to tutors and site facilitators regularly to better understand SES at their school.

D-8. What are the roles and responsibilities of a site facilitator?

Many districts have hired school site facilitators to work with parents and providers to ensure that parents are well informed of their options and to assist providers in contacting parents for appointments and attendance issues. Responsibilities of a site facilitator may include the following activities:

- Coordinate Parent/District/Provider/Agreement (PDPA) conferences
- Conduct student data collection and tracking data of student eligibility, parent selection, student assessment, academic progress, hours of services, and attendance
- Provide student assessment data to providers to facilitate creation of the PDPA
- Coordinate SES schedule of time of service, use of space, provider fairs for parents and teachers
- Monitor SES provider program
- Maintain regular contact with district SES program office
- Serve as a liaison for the school, SES providers, parents, and the district

Appendix A - General Information

- Successful Outreach Efforts to Parents for Supplemental Educational Services (SES) for 2006-2007 School Year

Successful Outreach Efforts to Parents for Supplemental Educational Services 2006-2007 School Year

School Staff Participation

- Meetings with school board, principals, teachers, and school site facilitators for SES orientation and encouraging parent outreach efforts
- Coordinating outreach efforts with other school services such as before/after school care, reading initiatives, and migrant services
- Informational SES script to all school secretaries and other staff to assist with SES questions
- Flyers to teachers for contacting providers if interested in being tutors
- Teacher and paraprofessional employment fairs with providers to contract as tutors

Mailings and Notices

- Backpack flyers, SES packets, frequent mail-outs of reminder notices to parents of eligible students
- Personal home phone calls by teachers or through automatic dialing system to parents of eligible students
- SES information in schools newsletters and on district/school web site
- Flyers, posters, and phone calls in parents' native language

One-On-One Informational Meetings

- Provider fairs, open houses, parent academy kick-off events in various geographic locations (Some with themes, for example "The Sweet Sounds of Success")
- Door prizes to encourage parents to attend provider fairs or for parents to return choice selection forms
- Parents given an orientation about SES prior to meeting providers at their individual booths at the start of provider fairs
- On-campus assistance to parents- such as helping to fill out forms and ask questions to providers
- Translators available to assist at parent events

Community Organization Outreach

- Posters at local faith-based organizations and community centers
- Flyers included in church bulletins and community newsletters
- Flyers and informational booths at local grocery stores, pharmacies, banks, and shopping centers

Media Communications

- Large ads running in multiple weekends editions of local main newspapers
- Radio, television, magazine, and billboard announcements
- Start-of-schools press kit including SES information

Notable unique events:

- Classroom library contest in which the top three schools with SES enrollment will receive \$10,000 each to use for classroom libraries
- Partnership with city manager and country recreation manager to identify sites that can be used for SES within the neighborhoods where the eligible students live and transportation problems would be reduced
- Advisory committee that included parents who helped design marketing strategies for SES
- The Learning in Motion, a mobile parenting bus, parked at provider fairs, neighborhoods, clinics and school sites for children to receive a free book and other goodies donated by the community for the children and to assist parents in enrolling their child for SES
- Flyers provided to the Mayor's office to distribute to recreation centers, libraries, and other city owned offices
- Backpacks donated by local non-profit organizations to all eligible students filled with school supplies donated by local companies and included SES information

Appendix B – English

- Sample letter to send to parents *2007-2008 Post AYP: SINI 1*
- Sample letter to send to parents *2007-2008 Post AYP: SINI 2+*
- Sample letter to send to parents *2007-2008 Post AYP: SES*
- Sample questions to send to parents *Choosing an SES Provider*

Dear Parents:

Our schools are committed to providing a high-quality educational program for your child. We are working hard to provide programs to help all students succeed in our school district. Your child attends **School Name**, 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, writing, and/or mathematics)** for two consecutive years and has been identified as a *School in Need of Improvement*. Therefore, your child is eligible to transfer to another public school in the district that is not in need of improvement.

Your child can transfer to another public school in the district that is not in need of improvement. The school district will provide transportation for your child for the 2007-2008 school year and for as long as **School Name** remains a school in need of improvement. If you want your child to attend another public school, you may choose one of the following schools:

- **(List schools and provide each school's academic performance)**_____
- _____

Compared to other **(elementary/middle/high)** schools in the district, **School Name** has fewer students doing well in **(reading/writing/mathematics)**. If you would like more information regarding your child's school and how it compares to all schools in the district, please contact _____ at _____ or visit the Florida Department of Education's website at <http://schoolgrades.fldoe.org/>.

The district is providing the following assistance and support to help the academic achievement of the students at your child's school:

- _____
- _____
- _____

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

To transfer your child to another school, please send the attached application form to _____ by _____. If you have questions or need help with this application, please contact _____ at xxx.xxx.xxxx.

Sincerely,

District School Superintendent

Attachment: Application for NCLB School Choice with Transportation

Dear Parents:

Our schools are committed to providing a high-quality educational program for your child. We are working hard to provide programs to help all students succeed in our school district. Your child attends **School Name**, 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, writing, and/or mathematics)** for **(three/four/five/six)** consecutive years and has been identified as a *School in (Need of Improvement/Corrective Action/Restructuring)*.

Because **School Name** has not met these standards for **[X]** consecutive years and has been identified as a *School in (Need of Improvement/Corrective Action/Restructuring)*, the federal No Child Left Behind (NCLB) law gives you additional educational options for the 2007-2008 school year:

- You may choose to transfer your child to another public school in the district that is not in need of improvement, with transportation provided for as long as **School Name** remains a school in need of improvement.
- If your child is eligible for free or reduced-priced lunches, you may choose for your child to remain at his or her current school and receive free tutoring "Supplemental Educational Services". We will send you additional information regarding the free tutoring in the near future.

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

- **(List schools and provide each school's academic performance)**_____
- _____

Compared to other **(elementary/middle/high)** schools in the district, **School Name** has fewer students doing well in **(reading/writing/mathematics)**. If you would like more information regarding your child's school and how it compares to all schools in the district, please contact _____ at _____ or visit the Florida Department of Education's website at <http://schoolgrades.fldoe.org/>.

The district is providing the following assistance and support to help the students at your child's school improve:

- _____
- _____
- _____

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

To transfer your child to another school, please send the attached application and return it to _____ by _____. If, instead, you would like your child to receive free tutoring, you do not need to complete this application. You will have an opportunity in the near future to apply for tutoring.

If you have questions or need help with this application, please contact _____ at xxx.xxx.xxxx.

Sincerely,

District School Superintendent

Attachment: Application for NCLB School Choice with Transportation

Dear Parent:

Your child may be eligible to receive **free tutoring** through the Supplemental Educational Services (SES) program. 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 has not made Adequate Yearly Progress (AYP) in meeting the state proficiency standards in **(reading, writing, and/or mathematics)** for **(three/four/five/six)** consecutive years and has been identified as a *School in (Need of Improvement/Corrective Action/Restructuring)*.

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.

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

Also, please come to one of our scheduled Provider Information Fairs to be held at _____ on _____ **(locations/dates – multiple options)**. You can meet with providers and talk about the program that may best meet your child's needs.

Please complete the attached application form **(Name of District SES Application Form)** with the providers in the order of your preference. The district will try to assign your child to your first choice. If the 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 _____

If you have questions or need additional information, please contact _____ at _____.

Sincerely,

Superintendent

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

Choosing an SES Provider

Note to parents: Use this form to help you choose tutoring services for your child. Ask providers these questions and write their answers on this form to help you compare your options and choose the provider that can best meet your child's academic needs. If you would like help in choosing a provider, contact your child's school, your school district, or _____.

Questions to Ask Providers	Provider Name	Provider Name	Provider Name	Provider Name
Where and when is tutoring provided?				
Is transportation provided?				
How many times a week?				
How many total sessions?				
How long are the tutoring sessions?				
What type of instruction – individual, small group, or large group?				
What subject areas are offered?				
Who will provide the tutoring? What are their qualifications?				
How do I know your services are effective?				
How would you inform me about my child's progress?				

Adapted from *SES in Action: A Toolkit for Parents and Community Leaders*, developed by the Supplemental Educational Services Quality Center, July 2005.

Appendix C– Spanish

- Sample letter to send to parents *2007-2008 Post AYP:SINI 1*
- Sample letter to send to parents *2007-2008 Post AYP:SINI 2+*
- Sample letter to send to parents *2007-2008 Post AYP:SES*
- Sample questions to send to parents *Choosing an SES Provider*

Estimados padres:

Nuestras escuelas tienen el compromiso de ofrecerle a su hijo(a) un programa de estudios de gran calidad. Nos esforzamos mucho en ofrecer programas que ayudan a todos los estudiantes a tener éxito en nuestro distrito escolar. Su hijo(a) asiste a **nombre de la escuela**, que recibe fondos originados en el Título 1 de la Ley de Educación Primaria y Secundaria para ayudar a los estudiantes a cumplir con las normas estatales de aprovechamiento. La escuela de su hijo(a) no ha cumplido con estas normas (**sobre lectura, redacción y/o matemáticas**) durante dos años seguidos y se le ha identificado como *Escuela que Tiene la Necesidad de Mejorar*, por lo que su hijo(a) está apto(a) para transferirse a otra escuela pública del distrito que no tiene la necesidad de mejorar.

Su hijo(a) puede transferirse a otra escuela pública del distrito que no tiene la necesidad de mejorar. El distrito escolar suministrará el transporte de su hijo durante el año escolar 2007-2008 y mientras que **nombre de la escuela** siga siendo escuela que tiene la necesidad de mejorar. Si quiere que su hijo(a) asista a otra escuela pública, puede escoger una de las escuelas siguientes:

- (Señale las escuelas y diga el rendimiento académico de cada escuela) _____
- _____

En comparación con las demás escuelas (**primarias/de enseñanza media/secundarias**) del distrito, **nombre de la escuela** tiene menos estudiantes que se desempeñan bien en (**lectura/redacción/matemáticas**). Si desea información sobre la escuela de su hijo(a) y saber qué tal se encuentra ésta en comparación con todas las escuelas del distrito, se ruega que se comunique con _____ al _____ o visite el sitio WEB del Departamento de Educación en la dirección <http://schoolgrades.fldoe.org/>.

El distrito ofrece la asistencia y la ayuda señaladas a continuación para contribuir al rendimiento académico de los estudiantes de la escuela de su hijo(a):

- _____
- _____
- _____

Usted es muy importante para la educación de su hijo(a). Lo (La) invitamos a participar más en la escuela de su hijo(a) haciendo lo siguiente:

Para transferir a su hijo(a) a otra escuela, se ruega que envíe el formulario de solicitud adjunto a _____ antes del _____. Si desea hacer preguntas sobre este formulario de solicitud o necesita ayuda al respecto, tenga la amabilidad de comunicarse con _____ al xxx.xxx.xxxx.

Atentamente,

Superintendente del distrito escolar

Documento adjunto: Solicitud de Selección de Escuela, con Transporte, según la Ley de Cero Niños Rezagados

Estimados Padres:

Nuestras escuelas tienen el compromiso de ofrecerle a su hijo(a) un programa de estudios de gran calidad. Nos esforzamos mucho en ofrecer programas que ayudan a todos los estudiantes a tener éxito en nuestro distrito escolar. Su hijo(a) asiste a **nombre de la escuela**, que recibe fondos originados en el Título 1 de la Ley de Educación Primaria y Secundaria para ayudar a los estudiantes a cumplir con las normas estatales de aprovechamiento. La escuela de su hijo(a) no ha cumplido con estas normas (**sobre lectura, redacción y/o matemáticas**) durante (**tres/cuatro/cinco/seis**) años seguidos y se le ha identificado como *Escuela que Tiene (la Necesidad de Mejorar, Tomar Medidas Correctivas/ Reestructurarse)*.

Puesto que **nombre de la escuela** no ha cumplido con estas normas durante [X] años seguidos y se le ha identificado como Escuela que Tiene (*la Necesidad de Mejorar/Tomar Medidas Correctivas/ Reestructurarse*), la ley federal de «Cero Niños Rezagados» (por su sigla en inglés: «NCLB») le ofrece más opciones educacionales para el año escolar 2007-2008:

- Puede optar por transferir a su hijo(a) a otra escuela pública del distrito que no tiene la necesidad de mejorar, con transporte suministrado, mientras que **nombre de la escuela** siga siendo escuela que tiene la necesidad de mejorar.
- Si su hijo(a) reúne los requisitos para recibir almuerzos gratuitos o a precios rebajados, puede optar por que su hijo(a) permanezca en la escuela actual y reciba tutoría gratuita denominada «Servicios Educativos Suplementarios». Le enviaremos en el futuro próximo más información sobre la tutoría gratuita.

Si desea transferir su hijo(a) a otra escuela pública, puede escoger una de las escuelas siguientes:

- (**Señale las escuelas y diga el rendimiento académico de cada escuela**) _____
- _____

En comparación con las demás escuelas (**primarias/de enseñanza media/secundarias**) del distrito, **nombre de la escuela** tiene menos estudiantes que se desempeñan bien en (**lectura/redacción/matemáticas**). Si desea más información sobre la escuela de su hijo(a) y saber qué tal se encuentra ésta en comparación con todas las escuelas del distrito, se ruega que se comunique con _____ al _____ o visite el sitio WEB del Departamento de Educación en la dirección [http:// schoolgrades.fldoe.org/](http://schoolgrades.fldoe.org/).

El distrito ofrece la asistencia y la ayuda señaladas a continuación para contribuir a que los estudiantes de la escuela de su hijo(a) mejoren:

- _____
- _____
- _____

Usted es muy importante para la educación de su hijo(a). Lo (La) invitamos a participar más en la escuela de su hijo(a) haciendo lo siguiente:

Para transferir a su hijo(a) a otra escuela, se ruega que envíe el formulario de solicitud adjunto a _____ antes del _____. Si, en lugar de esto, desea que su hijo reciba tutoría gratuita, no tiene que rellenar esta solicitud. En el futuro próximo tendrá la oportunidad de solicitar la tutoría gratuita. Si desea hacer preguntas sobre esta solicitud o necesita ayuda al respecto, tenga la amabilidad de comunicarse con _____ al xxx.xxx.xxxx.

Atentamente,

Superintendente del distrito escolar

Documento adjunto: Solicitud de selección de escuela, con transporte, según la Ley de Cero Niños Rezagados

Estimado Padre o Madre:

Puede que su hijo(a) reúna los requisitos para recibir **tutoría gratuita** mediante el programa de Servicios Educativos Suplementarios (conocido por «SES»). Los estudiantes que reúnen los requisitos para recibir almuerzos gratuitos o a precios rebajados y que asisten a escuelas amparadas por el Título I de la Ley de Educación Primaria y Secundaria, que no lograron un Adelanto Anual Adecuado (por su sigla en inglés: AYP) durante tres años seguidos o más, se encuentran aptos para estos servicios. La escuela de su hijo(a) no ha logrado el Adelanto Anual Adecuado para cumplir con las normas estatales sobre aptitud en (**lectura, redacción y/o matemáticas**) durante (**tres/cuatro/cinco/seis**) años seguidos y se le ha identificado como *Escuela que Tiene (la Necesidad de Mejorar/Tomar Medidas Correctivas /Reestructurarse)*. El distrito priorizará a los estudiantes de menor rendimiento, si no hay suficientes fondos para prestarles servicio a todos los estudiantes aptos cuyos padres solicitan los servicios.

Se ruega que seleccione un prestador para que atienda a su hijo de entre los prestadores aprobados que aparecen en la lista adjunta. Para ayudarlo(a) a hacer una selección informada, hemos adjuntado una tabla llamada **Selección del Prestador de SES o Servicios Educativos Suplementarios**, en que aparecen preguntas que se les hacen a los prestadores.

También, sea tan amable de venir a una de nuestras Ferias de Información sobre Prestadores, que tendrán lugar en _____ el _____ (**lugares/fechas – diversas opciones**). Le será posible reunirse con proveedores y conversar sobre el programa que pueda satisfacer mejor las necesidades de su hijo(a).

Se ruega que rellene el formulario de solicitud adjunto (**Formulario de Solicitud de Selección de Prestador de SES, del Nombre del Distrito**), señalando los prestadores en el orden de su preferencia. El distrito tratará de asignar a su hijo(a) a su primera elección. Si la primera elección no está disponible, a su hijo(a) se le asignará a su segunda o tercera elección. Tiene que devolver el (**Formulario de Solicitud de Selección de Prestador de SES, del Nombre del Distrito**) a más tardar el _____ a uno de los lugares siguientes:

- La escuela de su hijo(a)
- Feria de Prestadores de Servicios Educativos Suplementarios o SES
- Enviarlos por correo a la oficina del distrito, a la dirección _____ o entregarlos en dicha dirección

Si desea hacer preguntas o si le hace falta más información, tenga la amabilidad de comunicarse con _____ al _____.

Atentamente,

Superintendente

Documentos adjuntos: **Formulario de solicitud**
Directorio de Prestadores de Servicios de Tutoría
Selección del Prestador de SES o Servicios Educativos Suplementarios

Selección del Prestador de SES o Servicios Educativos Suplementarios

Nota a los padres: Empleen este formulario para ayudarlos a seleccionar los servicios de tutoría de su hijo(a). Hágales a los prestadores las preguntas señaladas a continuación y anoten en este formulario las respuestas que les den para ayudarlos a comparar sus opciones y escoger al prestador que satisface mejor las necesidades académicas de su hijo(a). Si desean ayuda en seleccionar al prestador, comuníquese con la escuela de su hijo(a), su distrito escolar o _____.

Preguntas que deben hacerse a los prestadores	Nombre del prestador	Nombre del prestador	Nombre del prestador	Nombre del prestador
¿Dónde y cuándo se ofrece la tutoría?				
¿Se proporciona transporte?				
¿Cuántas veces a la semana?				
¿Cuántas sesiones son en total?				
¿Cuánto duran las sesiones de tutoría?				
¿Qué clase de instrucción – particular, en grupo pequeño o en grupo grande?				
¿Cuáles son las asignaturas que se ofrecen?				
¿Quién (quiénes) prestarán el servicio de tutoría? ¿Cuáles son las credenciales que tienen?				
¿Cómo sé que sus servicios dan resultado?				

Appendix D – Creole

- Sample letter to send to parents *2007-2008 Post AYP : SINI 1*
- Sample letter to send to parents *2007-2008 Post AYP :SINI 2+*
- Sample letter to send to parents *2007-2008 Post AYP : SES*
- Sample questions to send to parents *Choosing an SES provider*

Chèr Paran:

Lekòl nou yo angaje pou bay pitit ou yon pwogram ledikasyon siperyè. N ap travay pou ede tout etidyan lan distrik nou an jwenn tout siksè posib. Pitit ou a lan lekòl **School Name** ki resevwa lajan atravè pwogram federal Title-I ki la pou ede tout etidyan rive travay a nivo leta tabli. Lekòl pitit ou a poko rive a nivo sa yo lan (**li, ekri ak/oubyen matematik**) pou 2 lane yon apre lòt, e ositou yo te declare lekòl la kòm etan yon *Lekòl ki Bezwen Amelyorasyon*. Kidonk, pitit ou a vinn kalifye pou transfere ale lan yon lòt lekòl piblik lan distrik la ki li menm pa an bezwen amelyorasyon.

Pitit ou a va kapab transfere lan yon lòt lekòl lan distrik la ki pa an bezwen amelyorasyon. Distrik lekòl la va bay pitit ou a transpò pandan lane lekòl 2007-2008, epi kontinye toutotan lekòl **School Name** la rete yon lekòl an bezwen amelyorasyon. Sizoka ou ta vle pitit ou a ale lan yon lòt lekòl piblik, ou kapab shwazi yon lan lekòl sa yo:

- **(List schools and provide each school's academic performance)** _____
- _____

Konpare ak lòt lekòl (**elemantè, entèmedyè, segondè**) lan distrik la, **School Name** genyen mwens etidyan ki ap travay byen lan matyè (**li/ekri/matematik**). Sizoka ou ta bezwen pi plis enfòmasyon sou lekòl pitit ou a, e ki jan li konpare ak tout lòt lekòl lan distrik la, tan pri kontakte _____ lan _____, osinon, ale lan sit entènèt Depatman Ledikasyon LaFlorid lan adrès: <http://schoolgrades.fldoe.org/>.

Men yon lis pwogram asistans ak sipò distrik lekòl la ofri bay pou ede elèv lan lekòl pitit ou a pou yo rive konpli lan nivo akademik yo:

- _____
- _____
- _____

Ou se yon moun ki enpòtan anpil lan ledikasyon pitit ou a. Men ki jan nou envite w pou ta enplike tèt ou lan lekòl pitit ou a:

Pou ta transfere pitit la lan yon lòt lekòl, ranpli fòm aplikasyon ki vini ak lèt la epi tan pri voye li bay _____ pa pita pase _____ . Sizoka ou ta gen keksyon osinon ta bezwen asistans ak aplikasyon an, tan pri kontakte _____ lan xxx.xxx.xxxx.

Sinsèman,

Sipèrentandan Distrik Lekòl

Fòm Klipse: Aplikasyon pou NCLB Shwa Lekòl ak tout Transpò

Chèr Paran:

Lekòl nou yo angaje pou yo bay pitit ou yon pwogram ledikasyon siperyè. N ap travay pou ede tout etidyan lan distrik nou an jwenn tout siksè posib. Pitit ou a lan lekòl **School Name** ki resevwa lajan atravè pwogram federal Title-I ki la pou li ka ede tout etidyan rive travay a nivo leta tabli. Lekòl pitit ou a poko rive a nivo sa yo lan (**li, ekri ak/oubyen matematik**) pou (**3/4/5/6**) lane yon apre lòt, e ositou yo te declare lekòl la kòm etan yon *Lekòl ki (Bezwen Amelyorasyon/Koreksyon/Restriktirasyon)*.

Etandone lekòl **School Name** pa rive travay a nivo sa yo pou **[X]** lane yon apre lòt, e ositou yo declare lekòl la kòm etan yon *Lekòl ki (Bezwen Amelyorasyon/Koreksyon/Restriktirasyon)*, pwogram federal ki rele No Child Left Behind (NCLB) vin ba w plis opsyon ledikasyon pou lane lekòl 2007-2008.

- Ou kapab transfere pitit ou a lan yon lòt lekòl piblik lan distrik la ki pa lan bezwen amelyorasyon, ak tout transpò, toutotan **School Name** rete yon lekòl ki bezwen amelyorasyon.
- Sizoka pitit ou a ta kalifye pou jwenn manje gratis oubyen a pri-rabè, ou va kapab pito shwazi pou pitit la rete lan lekòl li ye kounye la a epi resevwa leson patikilye gratis "Sèvis Ledikasyon Adisyonèl". Nou va voye ba ou pi plis enfòmasyon sou leson patikilye gratis yo pi ta.

Sizoka ou ta pito transfere pitit ou a ale lan yon lòt lekòl piblik, ou kapab shwazi yon lan lekòl sa yo:

- **(List schools and provide each school's academic performance)** _____
- _____

Konpare ak lòt lekòl (**elemantè, entèmedyè, segondè**) lan distrik la, **School Name** genyen mwens etidyan ki ap travay byen lan matyè (**li/ekri/matematik**). Sijamè ou ta bezwen pi plis enfòmasyon sou lekòl pitit ou a, e ki jan li konpare ak tout lòt lekòl lan distrik la, tan pri kontakte _____ lan _____, osinon, ale lan sit entènèt Depatman Ledikasyon LaFlorid lan adrès: <http://schoolgrades.fldoe.org/>.

Men yon lis asistans ak sipò distrik lekòl la ofri bay pou ede elèv lan lekòl pitit ou a pou yo rive konpli lan nivo akademik yo:

- _____
- _____
- _____

Ou se yon moun ki enpòtan anpil lan ledikasyon pitit ou a. Men ki jan nou envite w pou ta angaje tèt ou lan lekòl pitit ou a:

Pou ta transfere pitit la lan yon lòt lekòl, ranpli fòm aplikasyon ki vini ak lèt la, epi tan pri voye yo bay _____ pa pita pase _____.

Ou pa bezwen ranpli aplikasyon sa a si ou ta pito vle pou pitit ou a resevwa leson patikilye gratis. Ou va gen yon chans pita pou aplike pou leson patikilye yo.

Si w ta gen keksyon osinon ta bezwen asistans ak aplikasyon an, tan pri kontakte _____ lan xxx.xxx.xxxx.

Sinsèman,

Sipèrentandan Distrik Lekòl

Fòm Klipse: Aplikasyon pou NCLB Shwa Lekòl ak Transpò

Chèr Paran:

Pitit ou a kalifye pou li ta resevwa **leson patikilye gratis** atravè pwogram Sèvis Ledikasyon Adisyonèl (SES). Tout elèv ki kalifye pou jwenn manje gratis oubyen a pri-rabè e ositou ki lan yon lekòl Title-I ki pa rive reyalize Pwogrè Adekwat pou Lane (AYP) pou 3 ou plis lane yon apre lòt, elèv sa yo kalifye pou jwenn sèvis sa yo. Lekòl pitit ou a pat rive fè Pwogrè Adekwat pou Lane (AYP) a yon nivo randman leta mande lan matyè (**li/ekri/matematik**) pou (**3/4/5/6**) lane yon apre lòt, e ositou, yo te declare lekòl la kòm etan yon *Lekòl ki* (**Bezwen Amelyorasyon/Koreksyon/Restriktirasyon**). Distrik la va bay pryorite a etidyan ki pi fèb yo sizoka pa ta genyen ase lajan pou bay a tout elèv ki kalifye ki gen paran ki mande pou sèvis sa yo.

Tan pri, shwazi lan lis ki klipse a, yon pami gwoup ki founi sèvis sa yo. Pou ede w fè yon seleksyon byen enfòmè, nou ba w yon lis keksyon ou va kapab poze shak founisè. Fey la rele “Keksyon pou Mande Òganizasyon an”

Ositou, tan pri vini lan yon lan Prezantasyon Enfòmasyon Founisè yo ki deja pwograme, ki ap fèt lan _____ lan _____ (**locations/dates – multiple options**). Ou va kapab rankontre ak founisè yo, e ositou pale sou ki pwogram ki ta pi bon pou pitit ou a.

Nou mande pou tan pri ranpli fòm “(**Name of District SES Application Form**)” ak non founisè ou shwazi, e ositou, lan lòd ou prefere yo. Distrik la va fè tout posib pou mete pitit ou a lan sa w shwazi kòm premye ou pi pito a. Sizoka premye a pa disponib, yo va mete pitit ou a lan sa w te shwazi an dezyèm osinon twazyèm. Fòk ou ta retounen fòm (**Name of District SES Application Form**) pa pita pase _____ lan yon lan local sa yo:

- Lekòl pitit ou a
- Lan
- Poste osinon pote li lan lofis distrik la lan _____

Tan pri kontakte _____ lan _____ sijamè ou ta gen kenpòt keksyon osinon ta bezwen pi plis enfòmasyon.

Sinsèman,

Sipèrentandan Distrik Lekòl

Fòm Klipse: **Fòm Aplikasyon**
Lis Founisè Leson Patikilye
Fòm pou shwazi Founisè

Yon Seri de Keksyon Pou Mande Òganizasyon-an

Pou tout paran: Itilize fòm sa pou ede ou chwazi lèsòn patikilye pou pitit ou. Mande òganizasyon yo keksyon sa yo epri ekri repons yo sou fòm sa pou ede ou konpare opsyon ou epri chwazi òganizasyon ki plis ka ede bezwen akademik pitit ou-a. Si ou bezwen asistans pou chwazi yon òganizasyon, kontakte lekòl pitit ou-a, distrik-la, oubyen _____.

Keksyon Pou Ou Mande Òganizasyon	Nòm Òganizasyon	Nòm Òganizasyon	Nòm Òganizasyon	Nòm Òganizasyon
A ki kote e a ki lè yo bay lèsòn patikilye?				
Èske yo bay transpotasyon?				
Konbyen fwa nan semen yo bay lèsòn patikilye?				
Konbyen lèsòn patikilye yo bay?				
Konbyen tan lèsòn-yo dure?				
Ki kalite enstiksyon yo bay – endividuwal, ti gwoup, oubyen gwo gwoup?				
Ki sijè yo ofri?				
Ki moun ki pral bay lèsòn patikilye-yo? Ki kalifikasyon yo?				
Koman pou mwen fè konnen ou bay bon sèvis?				
Koman ou ka bay mwen enfòmasyon sou pwogrès pitit mwen?				

Adapted from SES in Action: A Toolkit for Parents and Community Leaders, developed by the Supplemental Educational Services Quality Center, July 2005.

Appendix C– Spanish

- Sample letter to send to parents *2007-2008 Post AYP:SINI 1*
- Sample letter to send to parents *2007-2008 Post AYP:SINI 2+*
- Sample letter to send to parents *2007-2008 Post AYP:SES*
- Sample questions to send to parents *Choosing an SES Provider*

Estimados padres:

Nuestras escuelas tienen el compromiso de ofrecerle a su hijo(a) un programa de estudios de gran calidad. Nos esforzamos mucho en ofrecer programas que ayudan a todos los estudiantes a tener éxito en nuestro distrito escolar. Su hijo(a) asiste a **nombre de la escuela**, que recibe fondos originados en el Título 1 de la Ley de Educación Primaria y Secundaria para ayudar a los estudiantes a cumplir con las normas estatales de aprovechamiento. La escuela de su hijo(a) no ha cumplido con estas normas (**sobre lectura, redacción y/o matemáticas**) durante dos años seguidos y se le ha identificado como *Escuela que Tiene la Necesidad de Mejorar*, por lo que su hijo(a) está apto(a) para transferirse a otra escuela pública del distrito que no tiene la necesidad de mejorar.

Su hijo(a) puede transferirse a otra escuela pública del distrito que no tiene la necesidad de mejorar. El distrito escolar suministrará el transporte de su hijo durante el año escolar 2007-2008 y mientras que **nombre de la escuela** siga siendo escuela que tiene la necesidad de mejorar. Si quiere que su hijo(a) asista a otra escuela pública, puede escoger una de las escuelas siguientes:

- (Señale las escuelas y diga el rendimiento académico de cada escuela) _____
- _____

En comparación con las demás escuelas (**primarias/de enseñanza media/secundarias**) del distrito, **nombre de la escuela** tiene menos estudiantes que se desempeñan bien en (**lectura/redacción/matemáticas**). Si desea información sobre la escuela de su hijo(a) y saber qué tal se encuentra ésta en comparación con todas las escuelas del distrito, se ruega que se comunique con _____ al _____ o visite el sitio WEB del Departamento de Educación en la dirección <http://schoolgrades.fldoe.org/>.

El distrito ofrece la asistencia y la ayuda señaladas a continuación para contribuir al rendimiento académico de los estudiantes de la escuela de su hijo(a):

- _____
- _____
- _____

Usted es muy importante para la educación de su hijo(a). Lo (La) invitamos a participar más en la escuela de su hijo(a) haciendo lo siguiente:

Para transferir a su hijo(a) a otra escuela, se ruega que envíe el formulario de solicitud adjunto a _____ antes del _____. Si desea hacer preguntas sobre este formulario de solicitud o necesita ayuda al respecto, tenga la amabilidad de comunicarse con _____ al xxx.xxx.xxxx.

Atentamente,

Superintendente del distrito escolar

Documento adjunto: Solicitud de Selección de Escuela, con Transporte, según la Ley de Cero Niños Rezagados

Estimados Padres:

Nuestras escuelas tienen el compromiso de ofrecerle a su hijo(a) un programa de estudios de gran calidad. Nos esforzamos mucho en ofrecer programas que ayudan a todos los estudiantes a tener éxito en nuestro distrito escolar. Su hijo(a) asiste a **nombre de la escuela**, que recibe fondos originados en el Título 1 de la Ley de Educación Primaria y Secundaria para ayudar a los estudiantes a cumplir con las normas estatales de aprovechamiento. La escuela de su hijo(a) no ha cumplido con estas normas (**sobre lectura, redacción y/o matemáticas**) durante (**tres/cuatro/cinco/seis**) años seguidos y se le ha identificado como *Escuela que Tiene (la Necesidad de Mejorar, Tomar Medidas Correctivas/ Reestructurarse)*.

Puesto que **nombre de la escuela** no ha cumplido con estas normas durante [X] años seguidos y se le ha identificado como Escuela que Tiene (*la Necesidad de Mejorar/Tomar Medidas Correctivas/ Reestructurarse*), la ley federal de «Cero Niños Rezagados» (por su sigla en inglés: «NCLB») le ofrece más opciones educacionales para el año escolar 2007-2008:

- Puede optar por transferir a su hijo(a) a otra escuela pública del distrito que no tiene la necesidad de mejorar, con transporte suministrado, mientras que **nombre de la escuela** siga siendo escuela que tiene la necesidad de mejorar.
- Si su hijo(a) reúne los requisitos para recibir almuerzos gratuitos o a precios rebajados, puede optar por que su hijo(a) permanezca en la escuela actual y reciba tutoría gratuita denominada «Servicios Educativos Suplementarios». Le enviaremos en el futuro próximo más información sobre la tutoría gratuita.

Si desea transferir su hijo(a) a otra escuela pública, puede escoger una de las escuelas siguientes:

- (**Señale las escuelas y diga el rendimiento académico de cada escuela**) _____
- _____

En comparación con las demás escuelas (**primarias/de enseñanza media/secundarias**) del distrito, **nombre de la escuela** tiene menos estudiantes que se desempeñan bien en (**lectura/redacción/matemáticas**). Si desea más información sobre la escuela de su hijo(a) y saber qué tal se encuentra ésta en comparación con todas las escuelas del distrito, se ruega que se comunique con _____ al _____ o visite el sitio WEB del Departamento de Educación en la dirección [http:// schoolgrades.fldoe.org/](http://schoolgrades.fldoe.org/).

El distrito ofrece la asistencia y la ayuda señaladas a continuación para contribuir a que los estudiantes de la escuela de su hijo(a) mejoren:

- _____
- _____
- _____

Usted es muy importante para la educación de su hijo(a). Lo (La) invitamos a participar más en la escuela de su hijo(a) haciendo lo siguiente:

Para transferir a su hijo(a) a otra escuela, se ruega que envíe el formulario de solicitud adjunto a _____ antes del _____. Si, en lugar de esto, desea que su hijo reciba tutoría gratuita, no tiene que rellenar esta solicitud. En el futuro próximo tendrá la oportunidad de solicitar la tutoría gratuita. Si desea hacer preguntas sobre esta solicitud o necesita ayuda al respecto, tenga la amabilidad de comunicarse con _____ al xxx.xxx.xxxx.

Atentamente,

Superintendente del distrito escolar

Documento adjunto: Solicitud de selección de escuela, con transporte, según la Ley de Cero Niños Rezagados

Estimado Padre o Madre:

Puede que su hijo(a) reúna los requisitos para recibir **tutoría gratuita** mediante el programa de Servicios Educativos Suplementarios (conocido por «SES»). Los estudiantes que reúnen los requisitos para recibir almuerzos gratuitos o a precios rebajados y que asisten a escuelas amparadas por el Título I de la Ley de Educación Primaria y Secundaria, que no lograron un Adelanto Anual Adecuado (por su sigla en inglés: AYP) durante tres años seguidos o más, se encuentran aptos para estos servicios. La escuela de su hijo(a) no ha logrado el Adelanto Anual Adecuado para cumplir con las normas estatales sobre aptitud en **(lectura, redacción y/o matemáticas)** durante **(tres/cuatro/cinco/seis)** años seguidos y se le ha identificado como *Escuela que Tiene (la Necesidad de Mejorar/Tomar Medidas Correctivas /Reestructurarse)*. El distrito priorizará a los estudiantes de menor rendimiento, si no hay suficientes fondos para prestarles servicio a todos los estudiantes aptos cuyos padres solicitan los servicios.

Se ruega que seleccione un prestador para que atienda a su hijo de entre los prestadores aprobados que aparecen en la lista adjunta. Para ayudarlo(a) a hacer una selección informada, hemos adjuntado una tabla llamada **Selección del Prestador de SES o Servicios Educativos Suplementarios**, en que aparecen preguntas que se les hacen a los prestadores.

También, sea tan amable de venir a una de nuestras Ferias de Información sobre Prestadores, que tendrán lugar en _____ el _____ **(lugares/fechas – diversas opciones)**. Le será posible reunirse con proveedores y conversar sobre el programa que pueda satisfacer mejor las necesidades de su hijo(a).

Se ruega que rellene el formulario de solicitud adjunto **(Formulario de Solicitud de Selección de Prestador de SES, del Nombre del Distrito)**, señalando los prestadores en el orden de su preferencia. El distrito tratará de asignar a su hijo(a) a su primera elección. Si la primera elección no está disponible, a su hijo(a) se le asignará a su segunda o tercera elección. Tiene que devolver el **(Formulario de Solicitud de Selección de Prestador de SES, del Nombre del Distrito)** a más tardar el _____ a uno de los lugares siguientes:

- La escuela de su hijo(a)
- Feria de Prestadores de Servicios Educativos Suplementarios o SES
- Enviarlos por correo a la oficina del distrito, a la dirección _____ o entregarlos en dicha dirección

Si desea hacer preguntas o si le hace falta más información, tenga la amabilidad de comunicarse con _____ al _____.

Atentamente,

Superintendente

Documentos adjuntos: **Formulario de solicitud**
Directorio de Prestadores de Servicios de Tutoría
Selección del Prestador de SES o Servicios Educativos Suplementarios

Selección del Prestador de SES o Servicios Educativos Suplementarios

Nota a los padres: Empleen este formulario para ayudarlos a seleccionar los servicios de tutoría de su hijo(a). Hágales a los prestadores las preguntas señaladas a continuación y anoten en este formulario las respuestas que les den para ayudarlos a comparar sus opciones y escoger al prestador que satisface mejor las necesidades académicas de su hijo(a). Si desean ayuda en seleccionar al prestador, comuníquese con la escuela de su hijo(a), su distrito escolar o _____.

Preguntas que deben hacerse a los prestadores	Nombre del prestador	Nombre del prestador	Nombre del prestador	Nombre del prestador
¿Dónde y cuándo se ofrece la tutoría?				
¿Se proporciona transporte?				
¿Cuántas veces a la semana?				
¿Cuántas sesiones son en total?				
¿Cuánto duran las sesiones de tutoría?				
¿Qué clase de instrucción – particular, en grupo pequeño o en grupo grande?				
¿Cuáles son las asignaturas que se ofrecen?				
¿Quién (quiénes) prestarán el servicio de tutoría? ¿Cuáles son las credenciales que tienen?				
¿Cómo sé que sus servicios dan resultado?				

Appendix D – Creole

- Sample letter to send to parents *2007-2008 Post AYP : SINI 1*
- Sample letter to send to parents *2007-2008 Post AYP :SINI 2+*
- Sample letter to send to parents *2007-2008 Post AYP : SES*
- Sample questions to send to parents *Choosing an SES provider*

Chèr Paran:

Lekòl nou yo angaje pou bay pitit ou yon pwogram ledikasyon siperyè. N ap travay pou ede tout etidyan lan distrik nou an jwenn tout siksè posib. Pitit ou a lan lekòl **School Name** ki resevwa lajan atravè pwogram federal Title-I ki la pou ede tout etidyan rive travay a nivo leta tabli. Lekòl pitit ou a poko rive a nivo sa yo lan (**li, ekri ak/oubyen matematik**) pou 2 lane yon apre lòt, e ositou yo te declare lekòl la kòm etan yon *Lekòl ki Bezwen Amelyorasyon*. Kidonk, pitit ou a vinn kalifye pou transfere ale lan yon lòt lekòl piblik lan distrik la ki li menm pa an bezwen amelyorasyon.

Pitit ou a va kapab transfere lan yon lòt lekòl lan distrik la ki pa an bezwen amelyorasyon. Distrik lekòl la va bay pitit ou a transpò pandan lane lekòl 2007-2008, epi kontinye toutotan lekòl **School Name** la rete yon lekòl an bezwen amelyorasyon. Sizoka ou ta vle pitit ou a ale lan yon lòt lekòl piblik, ou kapab shwazi yon lan lekòl sa yo:

- **(List schools and provide each school's academic performance)** _____
- _____

Konpare ak lòt lekòl (**elemantè, entèmedyè, segondè**) lan distrik la, **School Name** genyen mwens etidyan ki ap travay byen lan matyè (**li/ekri/matematik**). Sizoka ou ta bezwen pi plis enfòmasyon sou lekòl pitit ou a, e ki jan li konpare ak tout lòt lekòl lan distrik la, tan pri kontakte _____ lan _____, osinon, ale lan sit entènèt Depatman Ledikasyon LaFlorid lan adrès: <http://schoolgrades.fldoe.org/>.

Men yon lis pwogram asistans ak sipò distrik lekòl la ofri bay pou ede elèv lan lekòl pitit ou a pou yo rive konpli lan nivo akademik yo:

- _____
- _____
- _____

Ou se yon moun ki enpòtan anpil lan ledikasyon pitit ou a. Men ki jan nou envite w pou ta enplike tèt ou lan lekòl pitit ou a:

Pou ta transfere pitit la lan yon lòt lekòl, ranpli fòm aplikasyon ki vini ak lèt la epi tan pri voye li bay _____ pa pita pase _____ . Sizoka ou ta gen keksyon osinon ta bezwen asistans ak aplikasyon an, tan pri kontakte _____ lan xxx.xxx.xxxx.

Sinsèman,

Sipèrentandan Distrik Lekòl

Fòm Klipse: Aplikasyon pou NCLB Shwa Lekòl ak tout Transpò

Chèr Paran:

Lekòl nou yo angaje pou yo bay pitit ou yon pwogram ledikasyon siperyè. N ap travay pou ede tout etidyan lan distrik nou an jwenn tout siksè posib. Pitit ou a lan lekòl **School Name** ki resevwa lajan atravè pwogram federal Title-I ki la pou li ka ede tout etidyan rive travay a nivo leta tabli. Lekòl pitit ou a poko rive a nivo sa yo lan (**li, ekri ak/oubyen matematik**) pou (**3/4/5/6**) lane yon apre lòt, e ositou yo te declare lekòl la kòm etan yon *Lekòl ki (Bezwen Amelyorasyon/Koreksyon/Restriktirasyon)*.

Etandone lekòl **School Name** pa rive travay a nivo sa yo pou **[X]** lane yon apre lòt, e ositou yo declare lekòl la kòm etan yon *Lekòl ki (Bezwen Amelyorasyon/Koreksyon/Restriktirasyon)*, pwogram federal ki rele No Child Left Behind (NCLB) vin ba w plis opsyon ledikasyon pou lane lekòl 2007-2008.

- Ou kapab transfere pitit ou a lan yon lòt lekòl piblik lan distrik la ki pa lan bezwen amelyorasyon, ak tout transpò, toutotan **School Name** rete yon lekòl ki bezwen amelyorasyon.
- Sizoka pitit ou a ta kalifye pou jwenn manje gratis oubyen a pri-rabè, ou va kapab pito shwazi pou pitit la rete lan lekòl li ye kounye la a epi resevwa leson patikilye gratis "Sèvis Ledikasyon Adisyonèl". Nou va voye ba ou pi plis enfòmasyon sou leson patikilye gratis yo pi ta.

Sizoka ou ta pito transfere pitit ou a ale lan yon lòt lekòl piblik, ou kapab shwazi yon lan lekòl sa yo:

- **(List schools and provide each school's academic performance)** _____
- _____

Konpare ak lòt lekòl (**elemantè, entèmedyè, segondè**) lan distrik la, **School Name** genyen mwens etidyan ki ap travay byen lan matyè (**li/ekri/matematik**). Sijamè ou ta bezwen pi plis enfòmasyon sou lekòl pitit ou a, e ki jan li konpare ak tout lòt lekòl lan distrik la, tan pri kontakte _____ lan _____, osinon, ale lan sit entènèt Depatman Ledikasyon LaFlorid lan adrès: <http://schoolgrades.fldoe.org/>.

Men yon lis asistans ak sipò distrik lekòl la ofri bay pou ede elèv lan lekòl pitit ou a pou yo rive konpli lan nivo akademik yo:

- _____
- _____
- _____

Ou se yon moun ki enpòtan anpil lan ledikasyon pitit ou a. Men ki jan nou envite w pou ta angaje tèt ou lan lekòl pitit ou a:

Pou ta transfere pitit la lan yon lòt lekòl, ranpli fòm aplikasyon ki vini ak lèt la, epi tan pri voye yo bay _____ pa pita pase _____.

Ou pa bezwen ranpli aplikasyon sa a si ou ta pito vle pou pitit ou a resevwa leson patikilye gratis. Ou va gen yon chans pita pou aplike pou leson patikilye yo.

Si w ta gen keksyon osinon ta bezwen asistans ak aplikasyon an, tan pri kontakte _____ lan xxx.xxx.xxxx.

Sinsèman,

Sipèrentandan Distrik Lekòl

Fòm Klipse: Aplikasyon pou NCLB Shwa Lekòl ak Transpò

Chèr Paran:

Pitit ou a kalifye pou li ta resevwa **leson patikilye gratis** atravè pwogram Sèvis Ledikasyon Adisyonèl (SES). Tout elèv ki kalifye pou jwenn manje gratis oubyen a pri-rabè e ositou ki lan yon lekòl Title-I ki pa rive reyalize Pwogrè Adekwat pou Lane (AYP) pou 3 ou plis lane yon apre lòt, elèv sa yo kalifye pou jwenn sèvis sa yo. Lekòl pitit ou a pat rive fè Pwogrè Adekwat pou Lane (AYP) a yon nivo randman leta mande lan matyè (**li/ekri/matematik**) pou (**3/4/5/6/**) lane yon apre lòt, e ositou, yo te declare lekòl la kòm etan yon *Lekòl ki* (**Bezwen Amelyorasyon/Koreksyon/Restriktirasyon**). Distrik la va bay pryorite a etidyan ki pi fèb yo sizoka pa ta genyen ase lajan pou bay a tout elèv ki kalifye ki gen paran ki mande pou sèvis sa yo.

Tan pri, shwazi lan lis ki klipse a, yon pami gwoup ki founi sèvis sa yo. Pou ede w fè yon seleksyon byen enfòmè, nou ba w yon lis keksyon ou va kapab poze shak founisè. Fey la rele “Keksyon pou Mande Òganizasyon an”

Ositou, tan pri vini lan yon lan Prezantasyon Enfòmasyon Founisè yo ki deja pwograme, ki ap fèt lan _____ lan _____ (**locations/dates – multiple options**). Ou va kapab rankontre ak founisè yo, e ositou pale sou ki pwogram ki ta pi bon pou pitit ou a.

Nou mande pou tan pri ranpli fòm “(**Name of District SES Application Form**)” ak non founisè ou shwazi, e ositou, lan lòd ou prefere yo. Distrik la va fè tout posib pou mete pitit ou a lan sa w shwazi kòm premye ou pi pito a. Sizoka premye a pa disponib, yo va mete pitit ou a lan sa w te shwazi an dezyèm osinon twazyèm. Fòk ou ta retounen fòm (**Name of District SES Application Form**) pa pita pase _____ lan yon lan local sa yo:

- Lekòl pitit ou a
- Lan
- Poste osinon pote li lan lofis distrik la lan _____

Tan pri kontakte _____ lan _____ sijamè ou ta gen kenpòt keksyon osinon ta bezwen pi plis enfòmasyon.

Sinsèman,

Sipèrentandan Distrik Lekòl

Fòm Klipse: **Fòm Aplikasyon**
Lis Founisè Leson Patikilye
Fòm pou shwazi Founisè

Yon Seri de Keksyon Pou Mande Òganizasyon-an

Pou tout paran: Itilize fòm sa pou ede ou chwazi lèsòn patikilye pou pitit ou. Mande òganizasyon yo keksyon sa yo epri ekri repons yo sou fòm sa pou ede ou konpare opsyon ou epri chwazi òganizasyon ki plis ka ede bezwen akademik pitit ou-a. Si ou bezwen asistans pou chwazi yon òganizasyon, kontakte lekòl pitit ou-a, distrik-la, oubyen _____.

Keksyon Pou Ou Mande Òganizasyon	Nòm Òganizasyon	Nòm Òganizasyon	Nòm Òganizasyon	Nòm Òganizasyon
A ki kote e a ki lè yo bay lèsòn patikilye?				
Èske yo bay transpotasyon?				
Konbyen fwa nan semèn yo bay lèsòn patikilye?				
Konbyen lèsòn patikilye yo bay?				
Konbyen tan lèsòn-yo dure?				
Ki kalite enstiksyon yo bay – endividuwal, ti gwoup, oubyen gwo gwoup?				
Ki sijè yo ofri?				
Ki moun ki pral bay lèsòn patikilye-yo? Ki kalifikasyon yo?				
Koman pou mwen fè konnen ou bay bon sèvis?				
Koman ou ka bay mwen enfòmasyon sou pwogrès pitit mwen?				

Adapted from SES in Action: A Toolkit for Parents and Community Leaders, developed by the Supplemental Educational Services Quality Center, July 2005.