

NCLB Parent Notification & Reporting Requirements for Start of School Year August, 2011

The following reports and parent notifications are required under Alaska regulations and NCLB to be sent as soon as possible at the beginning of the school year. We have posted some sample templates and letters on the EED website for your convenience:

District & School Report Cards – Districts must create and publish a district and individual school report cards. Templates for each are provided on the EED website to assist districts in creating report cards with all required elements. Note that there is now a combined district & school report card template for single site districts. If districts or schools use a different format, it is important to ensure that all required elements are included. The Instructions for Completing the District & School Report Card Templates list all required elements. See forms #05-11-054, 055, 056 and 057 on the Forms & Grants website: <http://www.eed.state.ak.us/forms/home.cfm>.

School and District AYP results – Parents must be notified about the school and district progress on AYP. This notification can be accomplished through the school and district report cards and/or the sample AYP letters at: <http://www.eed.state.ak.us/nclb/SchoolImprovement.html>. Be sure to update the sample letters with the current year information. The AYP and assessment results are also posted on the EED website under the Assessments link: <http://www.eed.state.ak.us/tls/assessment/>

School and district improvement, corrective action, or restructuring status – Title I schools and districts that are identified at Level 2 or above must notify parents of the improvement, corrective action, or restructuring status and must give them an opportunity to be involved in improving the quality of the education in the school or district through the school or district improvement plans. The District Report Card template contains language that can be used for this improvement and planning notification for schools or districts at Level 2 or 3. Notification of corrective action and/or restructuring will need additional notification. Sample letters can be found at: <http://www.eed.state.ak.us/nclb/SchoolImprovement.html>.

School Choice option and/or Supplemental Educational Services (SES) – eligible parents must be notified of the school choice and/or SES options, as applicable, which apply to them. *New this year – parents must be notified of School Choice options at least 14 days prior to the start of the school year.* Specific sample letters for choice and SES are provided under this link: <http://www.eed.state.ak.us/nclb/SES.html>

Teacher qualifications – Parents must be notified of their right to request teacher and/or paraprofessional qualifications. This can be accomplished through the District & School Report Card template.

Students taught by non-highly qualified teacher – Parents must be notified if their student has been assigned to, or has been taught for 4 or more weeks by, a non-highly qualified teacher. This is usually done by a separate letter to the parents of the affected children.

LEP students – Districts using Title III or Title I funds for language support to LEP students must notify parents within 30 days of start of school year (or 2 weeks of initial placement in program) of identification as an LEP student, of ELP student assessment results, of ELP program placement, and other information. (See the Plan of Service document, Appendix F, page 11, for the list of requirements).