**TITLE:** 2011-2012 Program Improvement (PI)

Identification and Mandated Parental

**Notification Communication** 

**NUMBER:** MEM-4388.6

**ISSUER:** Deborah S. Ernst, Director

Federal and State Education Programs

**ROUTING** 

Principals of Schools At Risk for Program Improvement

Principals of Schools in Program Improvement

**Local District Superintendents** 

Local District Administrators of Instruction Local District School Support Directors Categorical Program Coordinators

Title I Coordinators

School Administrative Assistants

Donna Muncey, Chief of Intensive Support and Intervention

Office of the Superintendent

**DATE:** August 15, 2011

**PURPOSE:** The purpose of this memorandum is to outline District procedures related to mandated

parent notification communication when a school has been designated Program

Improvement (PI) under the No Child Left Behind Act (NCLB) of 2001.

MAJOR CHANGES:

This revision replaces Memorandum MEM-4388.5 dated September 7, 2010, from Federal and State Education Programs. It has been updated to reflect a revision of the timeline to meet PI identification and mandated parental notification under NCLB.

**INSTRUCTIONS:** Program Improvement (PI) Identification

A Title I school will be designated as PI if it does not make Adequate Yearly Progress (AYP) for two consecutive years based on the prior school year's test data. The data will be released by the CDE on August 31, 2011.

The 2010-2011 Accountability Progress Reporting (APR) system will be posted on the CDE website at <a href="http://www.cde.ca.gov/apr/">http://www.cde.ca.gov/apr/</a> on August 24, 2011. The APR provides information regarding the 2011 AYP report, based on 2010-2011 test data.

On August 31, 2011, Federal and State Education Programs (FSEP) will post the 2011-2012 PI status on the FSEP website at <a href="http://fsep.lausd.net">http://fsep.lausd.net</a>.

#### Notification to Parents of School's Program Improvement (PI) Status

If your school is listed as a Program Improvement school, the PI notification letter dated **August 23, 2011**, must be sent to parents **immediately** after placing an X in the correct box(es) identifying the AYP indicator(s) not met. Schools must send the appropriate letter, based on the school's identified PI year as indicated on the FSEP website. The PI notification letters, provided in English, Spanish, Armenian, Chinese and Korean, will be available for downloading on the FSEP website: http://fsep.lausd.net no later than August 31, 2011.

Schools currently in PI that make AYP will **hold** in the current year of identification. The PI Hold notification letters, provided in English and Spanish will be available for down-loading on the FSEP website no later than August 31, 2011.

Schools may not delete or change any of the information contained in the letter, as the information is required by the CDE. Site administrators must share with parents during all community meetings the planned activities for addressing student achievement in the identified areas of need.

A signed copy of the parent notification letter dated **August 23, 2011**, must be sent to your local district categorical coordinator by **October 7, 2011**. Please note: Upon request, schools may be required to produce evidence that the school has a system in place to distribute all parent communications, including this letter.

### **AYP Appeals Process**

Schools that did not make their 2011 AYP may file an appeal to CDE if there are atypical circumstances surrounding the 2011 AYP results. The appeal must be submitted with sufficient supporting evidence to FSEP. Using this information, the District will appeal the school's AYP results to CDE.

Appeals may be submitted based on the following criteria only:

- A substantive reason exists for the school not making AYP.

  Uncontrollable and unique circumstances render the AYP determination invalid.

  An example would be a natural disaster that disrupted the administration of the assessments used to determine AYP. Supporting documentation is required to establish the compelling nature of the substantive reason.
- A significant medical emergency has prevented the student(s) from taking the state assessment used for establishing AYP, and this has affected schoolwide and/or significant subgroup participating rates.

  The District was unaware of this emergency at the time of testing and as a result did not report the emergency absence on the Student Answer Document (SAD).
- The AYP determination was based on test results or graduation rates from other schools or District (e.g., AYP was based on pairing and sharing the results of other schools, the district in which the school is located or the charter school authorizer).

In this instance, the school will have to submit test results or graduation data that are a more valid measure of the school's performance.

On August 31, 2011, FSEP will post the 2011 AYP School Appeals Form along with the directions for submitting an appeal. The form and directions will be posted on the FSEP website at <a href="http://fsep.lausd.net">http://fsep.lausd.net</a>. The deadline for submitting an appeal to FSEP, Beaudry Bldg., 16<sup>th</sup> Floor, is September 9, 2011 by 5:00 p.m.

# <u>Implementation of Mandated Activities for New or Continuing Program</u> <u>Improvement (PI) Schools</u>

Schools identified as PI for the 2011-2012 school year must immediately begin or continue implementing PI activities, regardless of a pending appeal. Information is available in the 2011 AYP Information Guide on the CDE website: http://www.cde.ca.gov/ayp/.

## No Child Left Behind - Public School Choice (NCLB-PSC)

Program Improvement (PI) schools must offer NCLB-PSC to parents, which is available through the CHOICES Brochure or online application. NCLB-PSC allows students attending a PI school the option to transfer to a Non-PI school. If a parent selects NCLB-PSC in the CHOICES Brochure or online application, the District will provide these parents with the choice of Non-PI schools for eligible students. Parents will select one of the Non-PI schools provided by the District. Parents' preference of a Non-PI school will be taken into consideration. At-Risk for Program Improvement schools were also identified in the 2011-2012 CHOICES Brochure. All parents who selected the NCLB-PSC option will be notified of transportation by August 27, 2011.

Parents interested in NCLB-PSC for the 2012-2013 school year may apply for No Child Left Behind - Public School Choice in the 2012-2013 CHOICES Brochure or online application. The brochure will be available online (<a href="http://eChoices.lausd.net">http://eChoices.lausd.net</a>) and at all LAUSD schools, LA City Libraries, and local district offices in early November. It will no longer be mailed to individual homes. The deadline to submit the CHOICES application is <a href="December 16">December 16</a>, 2011.

## **Supplemental Educational Services (SES)**

Students from low-income families at PI years 2-5 schools, whose parents did not select a NCLB-PSC option, are eligible for free SES. These services include tutoring and other supplemental academic assistance which occur outside the regular school day with tutorial educational providers approved by the State Board of Education. The services are designed to increase the academic achievement of eligible children. Parents received information on supplemental educational services this year beginning June 2011 in the Beyond the Bell--Supplemental Educational Services Brochure that includes a list of state-approved providers who provide services to LAUSD. Questions regarding Supplemental Educational Services may be addressed to the Beyond the Bell Branch at (213) 241-7900 or access the Beyond the Bell Branch website at: http://www.btb.lausd.net/ses.

#### **Professional Development**

Program Improvement (PI) Year 1 schools must spend 10% of the school's Title I budget on professional development. Currently, the 10% set-aside for schools identified as At-Risk for PI has been placed in 7S046, commitment item code 430009.

When the Year 1 SPSA update is completed, the funds will be transferred to program code 70A56. For schools not identified as PI Year 1, the funds will be transferred to 7S046 commitment item code 4310 (IMA) for redistribution.

RELATED RESOURCES:

No Child Left Behind Act of 2001, Section 1116

Categorical Program Monitoring, Program Improvement, Instrument

REF-1067.3, Court Ordered Integration and Federal Mandated Traveling Students

Programs 2008-09, August 17, 2008

**ASSISTANCE:** 

For assistance or further information related to the mandates please contact staff in the following offices:

**Program Improvement Identification** 

Maureen Sellier-Carter, Federal and State Education Programs at (213) 241-6990

**AYP** Appeals

Cathy Tomyoy, Federal and State Education Programs at (213) 241-6990

No Child Left Behind - Public School Choice (NCLB-PSC)

Dr. Debbie Dillard, Office of Student Integration Services at (213) 241-6532

Supplemental Educational Services (SES)

Luis Mora, Beyond the Bell Branch at (213) 241-7900