



Arizona Department of Education  
Tom Horne, Superintendent of Public Instruction

August 7, 2009

Dear Principal:

My name is Ed. Specialist. I have been assigned to work with your school as an education specialist from the Title I School Improvement Unit for the 2008-09 school year. Recently, the Arizona Department of Education (ADE) released the Adequate Yearly Progress (AYP) determinations for all schools and districts as required by the *No Child Left Behind Act* (NCLB). Title I schools that do not meet AYP for two or more consecutive years must be identified for Title I School Improvement. **According to our records, your school did not meet AYP or made AYP and is currently “frozen” in Title I School Improvement – Year 3 (Corrective Action).**

Section 1116 of NCLB requires that schools that do not meet AYP for two or more consecutive years must be identified for Title I School Improvement. Once a Title I school is identified for improvement, it must meet AYP for two consecutive years in the same indicator before it is removed from improvement status. The consequences escalate for each subsequent year of not meeting AYP in the same indicator. A school in improvement will be “frozen” in its current status the following year if it makes AYP in the same indicator (Spring 2008). A second year (Spring 2009) of meeting AYP in the same indicator results in removal from Title I School Improvement.

As a result of being identified for Title I School Improvement – Corrective Action, your school is eligible for the following grant amount to assist in revising and implementing the Arizona School Improvement Plan (ASIP):

**Title I School Improvement – Year 3 (metro)\*                      Grant Amount:     pending\*\*\***  
**Title I School Improvement – Year 3 (rural) \*\*                      Grant Allocation:   pending\*\*\***

\* Schools within Maricopa and Pima County boundaries

\*\*Schools outside of the Maricopa and Pima County boundaries

\*\*\*Grant allocations for Corrective Action Schools have not been determined pending Non-regulatory guidance from the US Department of Education regarding Title I School Improvement 1003(g) / ARRA funds.

The immediate requirements for your school are:

<b>SCHOOL IMPROVEMENT – CORRECTIVE ACTION AND FROZEN IN CORRECTIVE ACTION</b>	
<b>DISTRICT/CHARTER HOLDER RESPONSIBILITIES</b>	<b>SCHOOL PRINCIPAL RESPONSIBILITIES</b>
Required attendance at one of the <b>Fall Process School Improvement Forums or ADE School Improvement orientation. For orientation information contact: <a href="mailto:Douglas.Price@azed.gov">Douglas.Price@azed.gov</a>.</b>	Required attendance at one of the <b>Fall Process School Improvement Forums or ADE School Improvement orientation. For orientation information contact: <a href="mailto:Douglas.Price@azed.gov">Douglas.Price@azed.gov</a>.</b>

<ul style="list-style-type: none"> <li>• Notify parents of the reasons for identification.</li> <li>• <a href="http://www.ade.az.gov/asd/Title1/AccountabilityGrants/supportdocs/Tab4-7.doc">http://www.ade.az.gov/asd/Title1/AccountabilityGrants/supportdocs/Tab4-7.doc</a>.</li> <li>• Set aside up to 20% of the LEAs Title I budget to provide all parents the option of:             <ul style="list-style-type: none"> <li>• Public School Choice – pay for transportation for any student enrolled in the school, giving priority to the lowest-achieving children from low-income families, who opt to transfer to another school within the LEA that is not identified for Title I School Improvement or</li> <li>• Supplemental Educational Services – free tutoring, provided by an ADE approved provider, for students identified as the lowest income and lowest performing</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Provide opportunities for parents to become involved in addressing the issues that caused the school to be identified for school improvement.</li> <li>• Provide parents the option of:             <ul style="list-style-type: none"> <li>• Public School Choice or</li> <li>• Supplemental Educational Services</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>• Select, implement, and publicly report on at least one of the following actions at the school by <b>November 10, 2009 (request report forms from <a href="mailto:douglas.price@azed.gov">douglas.price@azed.gov</a> ):</b></li> <li>• replace school staff</li> <li>• implement a new curriculum (SBR)</li> <li>• decrease school-level management authority</li> <li>• appoint an outside expert to consult with the school on making AYP</li> <li>• extend the school day or school year</li> <li>• restructure the organizational structure of the school</li> </ul>	<ul style="list-style-type: none"> <li>• Implement selected corrective action(s) by <b>November 10, 2009</b> <ul style="list-style-type: none"> <li>• Submit progress reports to describe progress toward implementation of corrective action(s) and ASIP to ADE.</li> <li>• Request report forms from: Douglas Price at <a href="mailto:douglas.price@azed.gov">douglas.price@azed.gov</a></li> <li>• Submit reports to <a href="mailto:douglas.price@azed.gov">douglas.price@azed.gov</a></li> <li>• <b>Progress Reports are due</b> <ul style="list-style-type: none"> <li>• March 5, 2010</li> <li>• May 12, 2010</li> </ul> </li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>• Assist the school in revising ASIP.</li> <li>• Review and approve the ASIP prior to submittal to ADE.</li> <li>• Offer the school technical assistance as it implements the ASIP</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Revise the Arizona School Improvement Plan (ASIP) using new template within 90 days of identification and submit to ADE by October 28, 2009, through the IDEAL web portal at: <a href="http://www.ideal.ade.az.gov">http://www.ideal.ade.az.gov</a></b></li> <li>• Implement the ASIP</li> </ul>
<ul style="list-style-type: none"> <li>• Ensure the school’s Title I budget includes a 10% set aside of school expenditures for professional development and to assist instructional staff to become highly qualified.</li> </ul>	<ul style="list-style-type: none"> <li>• Set aside not less than 10% of the school’s Title I funds for professional development and to assist instructional staff to become highly qualified.</li> </ul>
<ul style="list-style-type: none"> <li>• On behalf of each school, the district may             <ul style="list-style-type: none"> <li>• Apply for any Title I School Improvement <b>Corrective Action grant that <u>may</u> become available – CA grant information is pending from the United States</b></li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Utilize the Title I School Improvement Grant – Corrective Action funds as described in the Title I School Improvement Grant application.</li> </ul>

<p><b>Department of Education (guidance in the use of ARRA 1003(g) school improvement grant funds</b></p> <ul style="list-style-type: none"><li>• Provide technical assistance</li></ul>	
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The following information describes school improvement responsibilities in more detail.

## ARIZONA SCHOOL IMPROVEMENT PLAN

The first step in the improvement planning process is to involve as many stakeholders as possible in a comprehensive needs assessment, utilizing the *Standards and Rubrics for School Improvement*. This instrument may be downloaded from ADE's website at: <http://www.ade.az.gov/schooleffectiveness/STDSRUBRIC.pdf>. Schools should then review the evidence gathered to determine the strengths and limitations and write goals with supporting strategies based on this evidence to assist the school in making AYP. The ASIP is designed to assist schools in using data to target all academic and/or non-academic goals to specifically address the reason(s) for not making AYP. **The web-based ASIP is available online via IDEAL web portal at <http://www.ideal.ade.az.gov>.**

## PARENT NOTIFICATION

A district/charter holder shall promptly provide parent notification of each student enrolled in an elementary school or a secondary school identified for school improvement. **The required components of the parent notification** include:

- an explanation of what the identification means, and how the school compares in terms of academic achievement to other elementary schools or secondary schools served by the district/charter holder involved and the state;
- the reasons for the identification;
- an explanation of what the school identified for school improvement is doing to address the problem of low achievement;
- an explanation of what the district/charter holder is doing to help the school address the achievement problem;
- an explanation of how the parents can become involved in addressing the academic issues that caused the school to be identified for school improvement; and
- an explanation of the parents' option to transfer their child to another public school that is not in school improvement or to obtain supplemental educational services for the child.

The required template letter and the instructions to compare the school's academic performance may be found at: <http://www.ade.az.gov/intervention>

## PUBLIC SCHOOL CHOICE/SUPPLEMENTAL EDUCATIONAL SERVICES

Districts/charters receiving funds under Title I are required to make Public School Choice (free transportation to a school not identified in need of improvement per NCLB) available to all students in Title I schools identified for improvement. Parents must be given at least two choices of schools that meet this requirement to which the parent may transfer their child. The district/charter is responsible for paying all or a portion of the transportation necessary for the implementation of Public School Choice. School districts may also consider forming a cooperative agreement with another district or charter for parents to transfer their child(ren).

Parents of students identified as the lowest income and lowest achieving must be offered free tutoring by an ADE approved provider. The ADE approved list of providers is available at <http://www.ade.az.gov/asd/Title1/SES/providers>. Districts and providers must use the ADE Supplemental Educational Services Agreement <http://www.ade.az.gov/asd/Title1/SES> which includes the description of services, the individual student goals, progress monitoring, and communication by the provider to the parent and district.

Questions regarding the Corrective Action Title I School Improvement process may be directed to Douglas Price, Director of Title I School Improvement at 602-542-1562.

Sincerely,



Nancy Konitzer  
Deputy Associate Superintendent  
Title I and NCLB Consolidated Activities



Douglas Price  
Director of Title I School Improvement  
Arizona Department of Education