



State of Arizona
Department of Education

Tom Horne
Superintendent of
Public Instruction

July 29, 2009

Dear Principal,

You are receiving this letter as you have earned a label of Underperforming under the provisions of AZ LEARNS. Along with this letter is a memo regarding important timelines that must be met regarding parent notification and submission of the Arizona School Improvement Plan (ASIP). You will also find a template of the parent notification letter that you should use. For district schools, A.R.S. 15-241 states the school “shall provide written notification of the classification to each residence within the attendance area of the school.” For charter schools, A.R.S.15-241 states “the school shall notify the parents of the students attending the school of the classification.” This notice may be mailed home as a separate letter, may be copied into the school newsletter, or distributed through a district newsletter that would be mailed to each residence in the community. It should be separate from any parent notification letter you may need to do for Title One/NCLB. This letter must be distributed **within 30 days of public release** of labels. For this year, the letters must be distributed by **August 29, 2009**.

The first step, after parent notification, should be to register to attend one of the 2009 Fall Process workshops offered in Flagstaff, Phoenix, Tucson, and Yuma. These workshops will give you important information regarding the development of an effective ASIP. Information on locations is available on the Calendar of Events section of the Arizona Department of Education website. Following Fall Process training you will be contacted by an ASIP School Coach. These educators have been trained to work with you and your leadership team and will schedule two visits for your school. The first visit will give you general information, help you understand your achievement profile, and help you facilitate a discussion with your faculty/staff about the school’s status regarding one of the four standards from the self-assessment known as the Standards and Rubrics for School Improvement. The second visit will help you with the development of your goals, strategies, and action steps for your ASIP. The coaches will not write your plan for you or tell you what to put into your plan, but they will guide you through the important parts of the process. You will also have at least one education program specialist to contact that will be ready to assist you throughout the school year.

Should you have any questions about initial steps, please feel free to contact me via email at john.black@azed.gov . As soon as education program specialists are assigned, you will hear from one of them to answer any questions you may have.

All of us in the School Improvement Unit are anxious to work with you and your faculty. Have a great beginning to your school year.

Sincerely,

John M. Black
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