



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 2009-10 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 1.**

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. Consequences escalate for each subsequent year of not meeting AYP in the same indicator and the school will move from Title I School Improvement – Year 1 to Title I School Improvement – Year 2. 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 “2008 Title I School Improvement – Year 1”, 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 1 (Metro)*	Grant Amount:	\$53,000
Title I School Improvement – Year 1 (Rural)**	Grant Amount:	\$58,000

*Schools located within Maricopa or Pima County boundaries
**Schools located outside Maricopa and Pima County boundaries

The immediate requirements for your school are:

SCHOOL IMPROVEMENT – YEAR 1 AND FROZEN IN YEAR 1	
DISTRICT/CHARTER HOLDER RESPONSIBILITIES	SCHOOL PRINCIPAL RESPONSIBILITIES
<ul style="list-style-type: none"> • Required attendance at one of the Fall Process School Improvement Forums or ADE School Improvement orientation. For orientation information contact: Douglas.Price@azed.gov. 	<ul style="list-style-type: none"> • Required attendance at one of the Fall Process School Improvement Forums. For Fall Process information check the following dates on the Calendar of Events on the ADE website: August 12, August 17, August 18 and/or August 19. Register for the appropriate Fall Process Workshop.

<ul style="list-style-type: none"> • Notify parents of the schools improvement status. • http://www.ade.az.gov/asd/Title1/AccountabilityGrants/supportdocs/Tab4-6.doc • Set aside up to 20% of Title I funds to provide all parents the option of Public School Choice – pay for transportation for any student enrolled in the school who opts to transfer to another school within the LEA that is not identified for Title I School Improvement. 	<ul style="list-style-type: none"> • Provide all parents the option of Public School Choice – pay for transportation for any student enrolled in the school who opts to transfer to another school within the district/charter holder that is not identified for Title I School Improvement.
<ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> • 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.
<ul style="list-style-type: none"> • Assist the school in revising an ASIP. • Review and approve the ASIP prior to submittal to ADE. • Offer the school technical assistance as it implements the ASIP. 	<ul style="list-style-type: none"> • Revise Arizona School Improvement Plan (ASIP) within 90 days of identification and submit to ADE by October 28, 2009 through the IDEAL web portal at: http://www.ideal.ade.az.gov • Implement the ASIP.
<ul style="list-style-type: none"> • On behalf of each school, the district must: <ul style="list-style-type: none"> • Apply for a 2009 Title I School Improvement Grant – Year 1 (Title I School Improvement Grants will be available August 15, 2009). • Provide technical assistance. 	<ul style="list-style-type: none"> • Utilize the Title I School Improvement Grant – Year 1 funds as described in the Title I School Improvement Grant application. School principals who have not attended a Fall Process Workshop will be deemed ineligible for a grant.

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.

The required template letter and the instructions to compare the school's academic performance may be found at: <http://www.ade.az.gov/asd/Title1/AccountabilityGrants/supportdocs/default.asp> (Under Tab 4)

PUBLIC SCHOOL CHOICE

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 of students attending these schools may request a transfer to another school within the district/charter that has not been 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. At least 5% of the District/Charter Title I funds must be used to support Public School Choice. Districts/Charters with no school available for transfer should consider offering Supplemental Educational Services (free tutoring to eligible students) to assist students identified as the lowest income and the most at risk for academic failure. School districts may also consider forming a cooperative agreement with another district or charter for parents to transfer their child(ren).

Questions regarding the Title I School Improvement process may be directed to Douglas Price, Director of Title I School and District Improvement at 602-542-1562 in the Title I School Improvement Unit.

Sincerely,



Nancy Konitzer
Deputy Associate Superintendent
Title I and NCLB Consolidated Activities



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