



Illinois State Board of Education

100 North First Street • Springfield, Illinois 62777-0001
www.isbe.net

Jesse H. Ruiz
Chairman

Rod Blagojevich
Governor

Dr. Randy J. Dunn
State Superintendent of Education

July 11, 2005

Dear Superintendent:

Section 1116(b)(1)(E) of the No Child Left Behind law requires that each Title I school that does not make Adequate Yearly Progress (AYP) for a third consecutive time must prepare a letter to be delivered to parents on or before the first day of school containing the following information.

- An explanation of what the school improvement identification means.
- How the school compares in terms of academic achievement to other schools served by the LEA and State.
- The reasons for the school being identified for school improvement.
- An explanation of what the school identified for school improvement is doing to address the problems of low achievement.
- An explanation of what the LEA or SEA 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.
- An explanation of the parents' options to transfer their child to another school with transportation provided by the LEA when required or to obtain supplemental education services for eligible children.

In small school districts or if the district has only one school per grade span, the school is required to send the notice and state that no viable School Choice option is available. Where no viable School Choice option is available, the school may move directly to SES during the first year of School Improvement for eligible students. A copy of the letter the school is sending to parents must also be sent to the Illinois State Board of Education (ISBE). The letter must be reviewed and approved by ISBE. If changes are required to comply with the statute the district and school will be notified. A copy of the letter to parents must be returned to ISBE, Attn: Donna Luallen, Accountability Division, 100 North First Street, Springfield, IL 62777, by August 19, 2005.

Approval will be given if the required information above is included in the letter. Sample letters are enclosed. For additional information please contact Donna Luallen at 217/782-2948 or e-mail dluallen@isbe.net.

Sincerely,

Donna J. Luallen
Division Administrator
Accountability Division

cc: Regional Superintendent

Enclosures: Sample Letter: School Choice
Sample Letter: Supplementary Educational Services