**Parent Notification Letter**

**To Be Placed on School/District Letterhead**

[Current Date]

Dear Parent/Legal Guardian:

Because of the new state achievement test, known as AZMerit and recent legislation, schools will not be given new letter grades and most schools with Priority or Focus labels will keep whatever label they had last year. Last year, [School Name] had received a state accountability grade of [D or F] and/or a federal accountability designation of [Priority or Focus]. This year we have no letter grade [and no Priority or Focus label OR but we did keep our Priority or Focus label].**{Select the applicable designations}**

***Federal Accountability***

A *Priority School* designation under the federal Elementary and Secondary Education Act (ESEA) is based on student performance data that placed our school among the five percent of lowest performing schools in the state. All Priority schools keep their label for at least three years.

A *Focus School* designation under the federal Elementary and Secondary Education Act (ESEA) is based on student performance data that placed our school among the ten percent of schools making the largest contribution to the state’s achievement gap. All Focus schools keep their label for at least three years.

Being named a Priority, Focus School allows our school to receive more resources and support to improve student achievement.

**{If the school is NOT a Focus or Priority school then information below on Public School Choice can be deleted from this letter.}**

***School Choice*** {Applicable only if there are transfer-eligible schools within your district.}

[School Name] and [District Name] are committed to ensuring that all children achieve proficiency, but, because [School Name] currently receives federal Title I funds, you have the option to transfer your student to another school in our district that is not identified as either Focus or Priority.

If you so choose, [District Name] will provide your student bus transportation from [School Name] to the following choice of schools:

[Name of school]

[Name of school]

[Name of school]

Attached is a list of information about these schools and how they compare to other schools in the district. Please complete the attached form by [Date] to let us know which school you would like your child to attend. Please contact [Contact Name] at [Phone Number] should you need assistance in selecting a school.

***{If there are no schools to which students may transfer, please inform parents.}***

Please note that families who previously used Public School Choice Transportation but are no longer eligible for transportation because their home school is not identified as Priority or Focus may choose to remain at the Choice school, however, no transportation will be provided by the district.

***School Improvement Plan***

Before you decide to transfer your student, please consider the following efforts that we are making to improve the academic success of our students:

• [Provide a description of improvement efforts at school]

[District Name] also provides the following in support of improved student achievement:

• [Provide a description of improvement efforts at the district]

We encourage all parents/ guardians to get involved in our efforts to address our academic challenges. Parents/guardians can become involved by participating in the development of the Continuous Improvement Plan. Please contact [Contact Name] at [Phone Number] if you are interested in being part of a committee or would like more information on our school improvement efforts. As a reminder, our Title I annual meeting will be held on contact [Date and Time] at [Location].

Educationally yours,

[Name]

[Title]

Enclosures:

**{School Comparisons for Public School Choice – if applicable}**

**{Parent Request form for Transfer to another school– if applicable}**