

Sample Parent Notification Letter on Supplemental Educational Services

This sample letter is from the United States Department of Education, No Child Left Behind Supplemental Educational Services Non-Regulatory Guidance, June 13, 2005, pages 54 and 55.

Dear Parent/Guardian,

Help your child succeed in school – sign up for free tutoring? As a result of the federal *No Child Left Behind Act*, your child can receive extra help in the areas of math, reading, and language arts. You can receive this free tutoring because your child's school is in its second year or later of School Improvement, and your family meets the income limits under the law.

Your child's school has been identified for improvement because it has not made adequate yearly progress on state measures of academic achievement for at least three years. Our district's report card (enclosed with this letter) shows how your child's school compares to other schools in our district and state. Your child's school has been identified because [list reasons for identification]. We will be sending you more information in a few weeks about how you can help us improve the school in these areas.

For now, you can choose a free tutoring program that is best for your child. A list of approved tutoring programs in your area is enclosed. These programs have been approved by the Arkansas Department of Education and will provide your child with tutoring that is coordinated with what is being taught in school.

When deciding which tutoring program is best for your child, you may want to ask these questions:

- When and where will the tutoring take place (at school, home, a community center)?
- How often and for how many hours in total will your child be tutored?
- What programs, by grade levels and subject areas, are available for your child?
- What type of instruction will the tutor use (small group, one-on-one, or on the computer)?
- What are the tutors' qualifications?
- Can the tutor help if your child has disabilities or is learning English?
- Is transportation available to and from where the tutoring will take place?

Please call [name and number] if you have any questions about these services. You also may join us to talk to the tutors on [dates and times of parent fairs] to help you decide which program is best for your child. If you would like to select a tutor now, you can fill out the enclosed provider selection form and mail it back to [name and address] in the stamped envelope we provide. Applications are due by [date]. You will receive a letter from [school district] by [date] telling you when the free tutoring will start.

Finally, if you do not wish to sign up for these services, you may also choose to transfer your child to another school in the district. The enclosed School Choice letter gives more information about school choice in our district.

Thank you,

[District official]

Enclosures: Approved Provider List
 Provider Selection Form
 School Choice Notification Letter
 District Report Card