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SECRETARY OF EDUCATION

BILL RICHARDSON
Governor

August 2, 2010

MEMORANDUM

TO: Superintendents, Title I Directors, Principals, Charter School Administrators

FROM: Sam Ornelas, Director
Title I Bureau

RE: **Title I School Improvement Requirements: Parent Notification, School Choice and Supplemental Educational Services**

Parent Notification

Section 1116(b)(6) of Title I requires LEAs to promptly provide parents of children in Title I Schools with notice of a school's identification as a School In Need of Improvement (SINOI). A template which includes the required NCLB components that your Title I schools must use to meet this requirement is located on the New Mexico Public Education Department's (NMPED) website at [Notification Template and Checklist](#) or by clicking on "AYP 2010" on the NMPED's main page. The template is designed so that blank areas can be tailored to the unique circumstances of each school. This template is also available in Spanish- [Notification and Checklist en Español](#).

As part of the Title I Bureau compliance monitoring process, districts are required to provide documentation demonstrating that notice containing all required NCLB components was provided to parents.

School Choice:

Under NMSA Chapter 22 and NCLB, the option of school choice must be made available for all New Mexico students attending a school with an NCLB designation. Note that information regarding Title I Schools must provide notice of school choice options at least 14 days before school starts. A Public School Choice FAQ technical assistance document is also available on the AYP 2010 webpage or at [Public School Choice FAQ](#). You will also find a [Comparison of Federal and State Requirements](#)

document that may be helpful to you as well. I hope you find the format helpful in presenting the information in a succinct manner.

Supplemental Educational Services

Title I schools with designations of School Improvement Year 2 or beyond must offer Supplemental Educational Services (SES) to eligible students. Eligible students are all students from low-income families who attend Title I schools that are in their second year of school improvement, in corrective action, or in restructuring. The Title I Bureau will offer a workshop in September for districts required to offer these services.

The Title I Bureau will provide a template for districts to use in order to offer SES services to parents of eligible children. The SES template is different than the general school improvement parent notice template described above and will be made available for your use prior to the September workshop.

Note that NMAC 6.19.6 requires that parent notification regarding SES occur two weeks after school has started. A copy of NMAC 6.19.6 can be downloaded at

<http://www.nmcpr.state.nm.us/nmac/parts/title06/06.019.0006.htm>.

For additional information regarding the Collaboration, Leadership and Accountability for Student Success (CLASS) School Improvement Framework, please visit the following website:

<http://www.ped.state.nm.us/div/psb/index.html>.

If you have any questions regarding Parent Notification, School Choice, or Supplemental Educational Services, you may contact Art Martinez by phone at (505) 222-4744 or by e-mail at arturo.martinez@state.nm.us. If you have questions regarding the School Improvement Framework, you may contact Vicki Sewing, Acting Director of the Priority Schools Bureau by phone at (505) 827-6475 or by e-mail at vicki.sewing@state.nm.us.

so/sp

cc: Dr. Susanna M. Murphy, Secretary of Education
Dr. Shelia Hyde, Deputy Secretary, Learning and Accountability
Dr. Kristine Meurer, Acting Assistant Secretary, Student Success Division
Selected NMPED Staff