

# Sample Parent Notification Letter

## Title I Priority Schools

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<<Date>>

Dear Parent/Guardian:

Oklahoma's Elementary and Secondary Education Act (ESEA) Flexibility Waiver is designed to ensure that each student that graduates from an Oklahoma high school is college, career, and citizen ready. This waiver provides Oklahoma with the flexibility it needs to press forward with implementation of reforms, while giving schools room to grow. The final approved *ESEA Flexibility Waiver*, as well as other helpful information, is available at: <http://ok.gov/sde/elementary-and-secondary-education-act-esea>.

In 2011, the Oklahoma legislature adopted an A-F School Grading System that makes school performance clear in a manner that is transparent and easily communicated to the public. The A-F Report Card is comprised of two sections each worth one-half of the overall calculation: Student Performance and Student Growth. The Student Growth section is divided into two sub-categories: growth of all students in the school and growth of the bottom twenty-five percent of students in a school. Each category (Student Performance and Student Growth) is awarded a letter grade of A, B, C, D, or F and subsequently combined to award a final letter grade for a school. For additional information, the A-F Report Card Guide is available on the Oklahoma State Department of Education's Website at: <http://ok.gov/sde/f-grading-system>.

A Priority School is any school that either (1) receives a letter grade of "F" based on the State's A-F School Grading System, or (2) is a Title I school in the bottom 5% of Title I schools, a school in the bottom 5% of all schools, or (3) is a Title I-participating high school, Title I-eligible high school, and/or non-Title I high school in the State with a graduation rate below 60% for three consecutive years, or (4) is a school that receives School Improvement Grant (SIG) funds to implement a school intervention model.

<<School name>> has scored a final Letter Grade of <<Letter Grade>> and has been designated as a Priority School because <<one or more of the above reasons for designation>>.

As a parent, you may want to compare the final A-F School Letter Grade of <<School name>> to other schools in <<District name>> and in nearby districts.

District	School	Final A-F Letter Grade	ESEA Designation
Sample	Sample Elementary	A	Reward
Sample	Sample Middle	B	N/A
Sample	Sample High	C	Focus

The ESEA Flexibility Waiver requires schools to notify parents/guardians of children in Title I Priority schools of the option to transfer their child, with transportation included, to higher-performing schools. This means a parent or guardian may choose to send their child to a higher-performing school that is able to accept students and **transportation costs will be covered by the school district**. If you would like to transfer your child to another school, please contact the school principal at <<telephone number>>.

**Explanation of what the school and district are doing to help address the problem(s):**

**How parents can become involved to help address the academic problem(s):**

Sincerely,

<<School Principal>>