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SECRETARY OF EDUCATION

BILL RICHARDSON  
Governor

August 3, 2009

**MEMORANDUM**

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

**FROM:** Sam Ornelas, Director (signature on file)  
Title I Bureau

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

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**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 [http://ped.state.nm.us/ayp2009/School Improvement and Public School Choice Parent Notification Template Checklist 2009.pdf](http://ped.state.nm.us/ayp2009/School_Improvement_and_Public_School_Choice_Parent_Notification_Template_Checklist_2009.pdf) or by clicking on "AYP 2009" 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- [http://ped.state.nm.us/ayp2009/Español-School Improvement and Public School Choice Parent Notification Template 2009.pdf](http://ped.state.nm.us/ayp2009/Español-School_Improvement_and_Public_School_Choice_Parent_Notification_Template_2009.pdf).

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 to all New Mexico students attending a school with an NCLB designation. A Public School Choice FAQ technical assistance document is also available on the AYP 2009 webpage or at

[http://ped.state.nm.us/ayp2009/School\\_Choice\\_Technical\\_Assistance\\_Q\\_A.pdf](http://ped.state.nm.us/ayp2009/School_Choice_Technical_Assistance_Q_A.pdf). You will also find a Comparison of Federal and State Requirements document [http://ped.state.nm.us/ayp2009/Comparison\\_of\\_Federal\\_and\\_State\\_Requirements\\_AYP\\_2009.pdf](http://ped.state.nm.us/ayp2009/Comparison_of_Federal_and_State_Requirements_AYP_2009.pdf) that may be helpful to you as well. I hope you find the format helpful in presenting the information in a succinct manner. Note that information regarding school choice is included in the parent notice template.

### **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 must 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 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](mailto: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](mailto:vicki.sewing@state.nm.us).

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cc: Dr. Veronica C. García, Secretary of Education  
Dr. Catherine Cross Maple, Deputy Secretary, Learning and Accountability  
Dr. Jim Holloway, Assistant Secretary, Rural Education Division  
Dr. Sheila Hyde, Assistant Secretary, Quality Assurance & Systems Integration Division  
Selected PED Staff