

	Required notification method	Detailed explanation and checklist	Tips and information
District In Need of Improvement (DINI) requirements – District did not meet AYP two (or more) years in a row	Letter to promptly notify all parents with children in the district of the AYP status	<p>The letter must:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Explain the specific reason(s) for district Title I program improvement identification <input type="checkbox"/> Provide an explanation of what the district is doing to help address the problem <input type="checkbox"/> Explain how parents can become involved in addressing the academic issues that caused the district to be identified for program improvement* 	<p>View examples of parent letters at pacer.org/mpc</p> <p>Letter template available on the MDE Web site</p>
	Use multiple methods to provide families with the information included in the letter	<p>Multiple methods that may be used to disseminate information broadly include:</p> <ul style="list-style-type: none"> ● E-mail ● Internet and Web sites ● Mass media ● Community and public agencies ● Other local partners such as places of worship 	<p>Consider including a glossary, such as the “Words to Watch For” handout at pacer.org/mpc</p>
<p>*Remember that parents are to be engaged in the improvement process. Be specific about how parents can join the district improvement team, what resources will be made available, and who they may contact if they have questions or suggestions.</p>			

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<p style="writing-mode: vertical-rl; transform: rotate(180deg);">School In Need of Improvement (SINI) requirements – School did not meet AYP two years in a row (Stage 1.1 or 1.2)</p>	<p>Letter to notify all parents with children in the school of the AYP status</p> <ul style="list-style-type: none"> The letter must be sent a minimum of 14 days before school starts 	<p>The letter must:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Be on district letterhead, and signed by a school official <input type="checkbox"/> Be in an understandable format and language (when practicable) <input type="checkbox"/> Explain what the identification means, and how the school compares in terms of academic achievement to other schools in the district and the state <input type="checkbox"/> Explain the reasons for identification <input type="checkbox"/> Describe what the school, district, and state are doing to address the problem <input type="checkbox"/> Describe how parents can become involved in addressing the academic issues* <input type="checkbox"/> Explain that parents have the option to transfer their child to another school within the district with transportation provided <input type="checkbox"/> Provide specific school choice information including: <ul style="list-style-type: none"> ○ Inform parents of their child’s eligibility to attend another school ○ Identify public schools (which may include charters) from which parents may choose ○ Include information on the academic achievement of the schools from which parents may select ○ Describe procedures and timelines for selecting a school ○ Include information on prioritizing which students are eligible <p>The letter describing school choice options may:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Describe special academic programs or facilities <input type="checkbox"/> Identify the availability of before- or after-school programs <input type="checkbox"/> Explain the professional qualification of teachers <input type="checkbox"/> Describe parent involvement opportunities 	<p>View sample letters (including translated versions in Spanish, Hmong, and Somali) at pacer.org/mpc</p> <p>Consider including a glossary, such as the “Words to Watch For” handout at pacer.org/mpc</p>

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School In Need of Improvement (SINI) requirements – School did not meet AYP two years in a row (Stage 1.1 or 1.2)	Use multiple methods to provide families with the information included in the letter	<p>Multiple methods that may be used to disseminate information broadly include:</p> <ul style="list-style-type: none"> • E-mail • Internet and Web sites • Mass media • Community and public agencies • Other local partners such as places of worship 	To help fund parent outreach, districts may use up to one percent of the twenty percent obligation for school choice on notification activities.
	Post information on school choice on the district Web site – information should be visible and easy for parents to locate	<p>As soon as possible, so that parents have timely information, post:</p> <ul style="list-style-type: none"> <input type="checkbox"/> The number of students who were eligible for school choice <input type="checkbox"/> The number of students who participated in the public school choice option <input type="checkbox"/> A list of available schools for the current school year to which eligible students may transfer <input type="checkbox"/> Information about those schools including: <ul style="list-style-type: none"> ○ Information on the school’s academic achievement ○ Description of any special academic programs or facilities ○ Availability of before- or after-school programs ○ Professional qualifications of teachers <input type="checkbox"/> Describe procedures and timelines that parents must follow in selecting a school <input type="checkbox"/> Information about prioritizing which students are eligible <input type="checkbox"/> District staff contact information <input type="checkbox"/> Downloadable school choice forms <input type="checkbox"/> Historical data on the number of students eligible for and participating in school choice, beginning with the 2007-2008 school year 	Districts may use information from the National School Lunch Program to determine which students are from low-income families

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<p style="writing-mode: vertical-rl; transform: rotate(180deg);">School In Need of Improvement (SINI) requirements – School did not meet AYP three or more years in a row (Stage 2.1 or higher)</p>	<p>In stage 2.1 or higher Supplemental Services (SES), add to letter SES information</p>	<p>SES information must:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Notify parents that their child is eligible to receive SES <input type="checkbox"/> Be clearly distinguishable from other information on school improvement <input type="checkbox"/> Explain SES in an understandable language and format (when practicable) <input type="checkbox"/> Explain the benefits of receiving SES for students <input type="checkbox"/> Describe the procedures and timelines for enrollment in SES, including: <ul style="list-style-type: none"> ○ Where and when to return a completed application ○ Enrollment and start dates ○ Whom to contact in the district for more information ○ Offering enrollment at least two separate times during the school year ○ Information about prioritizing which students are eligible that is fair and equitable <input type="checkbox"/> Identify each approved SES provider within the district or geographic region, including those accessible through technology <ul style="list-style-type: none"> ○ Describe briefly the services, qualifications, and evidence of effectiveness of each provider ○ Indicate which providers are able to serve student with disabilities and LEP students ○ Include information on: <ul style="list-style-type: none"> ▪ The grade levels served ▪ The subjects in which services will be offered ▪ Where and when the program is offered ▪ How many sessions, and the length of time of sessions ▪ The pupil/tutor ration ▪ Qualifications of the tutors ▪ Whether or not transportation is offered <input type="checkbox"/> Help parents choose a provider, if requested 	<p>Before the district can reallocate unused public school choice and SES funds, it must demonstrate that it:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Partnered with community organizations to reach out to parents <input type="checkbox"/> Provided timely, accurate notice about school choice and SES <input type="checkbox"/> Ensured sign-up forms were available via paper, internet, and other media <input type="checkbox"/> Provided at least two opportunities for SES enrollment <input type="checkbox"/> Gave fair and open access to SES providers to use school facilities

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<p style="writing-mode: vertical-rl; transform: rotate(180deg);">School In Need of Improvement (SINI) requirements – School did not meet AYP three or more years in a row (Stage 2.1 and higher)</p>	<p>Post information on SES on the district Web site – information should be visible and easy for parents to locate</p>	<p>As soon as possible, so parents have timely information, post:</p> <ul style="list-style-type: none"> <input type="checkbox"/> A list of SES providers, approved by the State, to serve the district’s students in the current school year <ul style="list-style-type: none"> ○ Identify providers accessible through distance learning technology ○ Identify providers able to serve students with disabilities and LEP students <input type="checkbox"/> Historical data on the number of students eligible for and participating in SES, beginning with the 2007-2008 school year 	<p>Use the “SES Outreach” presentation (PowerPoint) as one way of communicating with parents at conferences, meetings, and one-on-one. It’s available at pacer.org/mpc.</p>

Update all information above for all subsequent stages of school improvement; there are no additional requirements for schools