

***ELEMENTARY AND SECONDARY EDUCATION ACT
NO CHILD LEFT BEHIND ACT, 2001***

PARENT NOTICE/INFORMATION REQUIREMENTS

*Provided by
TransACT Communications, Inc.
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*The information contained within this document is intended to provide assistance that school systems may find helpful to address educational issues.
The information is not intended to describe all applicable requirements contained in any federal or state law nor represent the endorsement or approval of any
federal or state agency.*

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PARENT NOTICE/INFORMATION REQUIREMENTS

Summary

Notices and information must be provided to parents in an “understandable and uniform format, and to the extent practicable, provided in a language that parents can understand.”

All Parents:

- Must be informed of their right to request information regarding their child’s teacher. Once requested, this must be provided in a timely manner.
- Must receive notification if their child is being taught by a teacher who is not highly qualified.
- Must receive annual academic assessment results.
- Must be informed of each student enrolled in a school identified for improvement, corrective action, or restructuring, including information on option to transfer student, with transportation provided, to another school.
- Must be provided at least annual notice regarding the availability of supplemental educational services if a school fails to meet adequate yearly progress.
- Must be provided access to the parental involvement policy of their school.
- Must be invited to an annual meeting that will inform them of their school’s participation in programs funded under the No Child Left Behind Act.
- Must be provided with a description of curriculum, assessment, and proficiency levels students are expected to meet.
- Must be provided district and school information and reports.
- Must be notified annually of board policies relating to student privacy and parental access to information.

All Parents of Limited English Proficient Students:

- Must be provided notice of failure of program to meet annual measurable achievement objective.
- Must be provided notice of opportunities for attending meetings.
- Must be provided information on how they can be involved in education of their child.
- Must be given access to a school-wide Comprehensive Plan.
- Must be notified of their students’ continuing placement in a language development program.
- Must be notified of initial placement of student in a language instruction program.
- Must be informed of their right to remove their child from a language instruction program and their options for choosing another program.

<i>Section</i>	<i>Timeframe for Delivery of Notice/Information</i>	<i>Required Content for Notice</i>	<i>Required Content for Information</i>
General Requirement			
<p><i>Format:</i> All parent notices and information requirements must be “provided in an understandable and uniform format, and to the extent practicable, provided in a language that parents can understand.”</p>			
Sec.1111 (6)(A) “Parents’ Right to Know”	<p>Annually, at the beginning of each school year</p> <p>On parental request, in a timely manner</p>	<p>Notify parents of each student attending any school receiving funds under this part they may request information on the professional qualifications of their child’s teacher.</p>	<p>Information on:</p> <ul style="list-style-type: none"> • Professional qualifications of student’s classroom teachers. • Whether the teacher has met State qualification and licensing criteria. • Whether the teacher is teaching under emergency or other provisional status. • The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher. • Whether the child is provided services by paraprofessionals and if so, their qualifications.
Sec.1111 (6)(B) “Parents’ Right to Know”	<p>On parent request, in a timely manner</p>		<p>A school shall provide to each individual parent information on the level of achievement of the parent’s child in each of the State academic assessments as required under this part</p>
	<p>Timely Notice</p>	<p>Notify parents if their child has been assigned, or has been taught for four or more consecutive weeks by a teacher who is not highly qualified.</p>	
Sec.1112 (c) (1)(N) “Assurances”	<p>As soon as practicably possible</p>		<p>Results from the academic assessments required under section 1111(b)(3) will be provided to parents</p>

<i>Section</i>	<i>Timeframe for Delivery of Notice/Information</i>	<i>Required Content for Notice</i>	<i>Required Content for Information</i>
<p>Sec.1112 (g)(1)(A) “Parental Notification”</p> <p>Also note sect.3302 (a)(1-8)</p>	<p>Not later than 30 days after the start of the school year</p>	<p>Must inform a parent or parents of a limited English proficient child identified for participation or participating in a program of language instruction:</p> <ul style="list-style-type: none"> • The reasons for the identification of their child as limited English proficient and in need of placement in a language instruction educational program. • The child’s level of English proficiency, how such level was assessed, and the status of the child’s academic achievement. • Methods of instruction used in the program, and methods of instruction used in other available programs. Must include how programs differ in content, instructional goals and the use of English and a native language in instruction. • How the program will meet the educational strengths and needs of the child. • How the program will specifically help their child learn English and meet age-appropriate academic achievement standards for grade promotion and graduation. • The specific exit requirements for the program, including the expected rate of transition from such program into classrooms that are not tailored for limited English proficient children and the expected rate of graduation from secondary school for such program. • In the case of a child with a disability, how such program meets the objectives of the individualized education program of the child. • Information pertaining to parental rights that includes written guidance detailing the right that parents have in removing their child immediately from such program and the options that parents have to decline to enroll their child in such program or to choose another program or method of instruction if available. 	
<p>Sec.1112 (g)(1)(B) “Separate Notification”</p> <p>Also note sec.3302 (b)</p>	<p>Failure to make progress: 30 days after such failure occurs</p>	<p>Failure to make progress: If there has been no progress on the annual measurable achievement objectives, must separately inform a parent or the parents of a child identified for participating in such program, or participating in such program, of such failure not later than 30 days after failure occurs.</p>	

<i>Section</i>	<i>Timeframe for Delivery of Notice/Information</i>	<i>Required Content for Notice</i>	<i>Required Content for Information</i>
<p>Sec.1112 (g)(3) “Special Rule Applicable During the School Year”</p> <p>Also note sec.3302 (d)</p>	<p>Special Rule... First two weeks of language instruction educational program</p>	<p>Special Rule... For those children not identified as limited English proficient prior to the beginning of the school year, the local educational agency must notify parents of the child being placed in a language instruction educational program. Content of notice must be the same as required under “parental notification.”</p>	
<p>Sec.1112 (g)(4) “Parental Participation”</p>			<p>Parental Participation: Each local educational agency shall implement an effective means of outreach to parents of limited English proficient students to inform the parents regarding how they can be involved in the education of their children, and be active participants in assisting their children to attain English proficiency, achieve at high levels in core academic subjects and meet challenging State academic achievement standards and State academic content standards expected of all students.</p>
<p>Sec.1114 (b)(2)(B)(iv) “School-wide Programs, Plan Development”</p>			<p>Plan Development: Available to the local educational agency, parents and the public is information contained in such plan shall be in an understandable and uniform format and, to the extent practicable, provided in a language that the parents can understand.</p>
<p>Sec.1116 (b)(6) “Notice to Parents”</p>	<p>Notice to Parents: Promptly provided</p>	<p>Notice to Parents: In an understandable and uniform format in a language the parents can understand, the local educational agency shall provide a notice of each student enrolled in an elementary or secondary school identified for school improvement, for corrective action, or for restructuring. Additionally they will provide:</p> <ul style="list-style-type: none"> • An explanation of what the identification means. • The reason for the identification. • An explanation of what the school identified for school improvement is doing to address the problem of low achievement. • An explanation of what the local educational agency or State educational agency is doing to help the school address the achievement problem. • An explanation of how the parents can become involved in addressing the academic issues that caused the school to be identified for school improvement. • An explanation of the parents’ option to transfer their child to another public school, with transportation provided by the agency when required, or to obtain supplemental educational services for the child. 	

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Sec.1116 (b)(6)(E) “Notice to Parents”			<p>Publication and Dissemination: The local educational agency shall publish and disseminate information regarding any corrective action the local educational agency takes under this paragraph at a school.</p> <ul style="list-style-type: none"> • To the public and to the parents of each student enrolled in the school subject to corrective action. • In an understandable and uniform format and, to the extent practicable, provided in a language that the parents can understand. • Through such means as the Internet the media, and public agencies.
Sec.1116 (e)(2)(A) “Supplemental Educational Services”	<p>Local Agency Responsibilities: Annual Notice at a minimum</p>	<p>Local Agency Responsibilities: Provide notice of:</p> <ul style="list-style-type: none"> • The availability of educational services under this subsection • The identity of approved providers of those services that are within the local educational agency or whose services are reasonably available in neighboring local educational agencies. • A brief description of the services qualifications and demonstrated effectiveness of each such provider. 	
Sec.1116 (e)(2)(B) “Supplemental Educational Services”	<p>Local Agency Responsibilities: If requested</p>		<p>Local Agency Responsibilities: Assist parents in choosing a provider from the list of approved providers maintained by the state.</p>
Sec.1118 (b)(1) “School Parental Involvement Policy”			<p>Each school served shall jointly develop a written parental involvement policy. Such policy shall be made available to the local community and updated periodically to meet the changing needs of parents and the school.</p>
Sec.1118 (c)(4)(A)&(B) “Policy Involvement”	<p>Provide Parents of participating children: Timely information</p>		<p>Provide Parents of participating children: Information about programs and a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet.</p>

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<p>Sec.1118 (d) “Shared Responsibilities for High Student Academic Achievement”</p>			<p>Shared Responsibilities: Schools shall jointly develop with parents for all children served, a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the State’s high standards. The compact shall:</p> <ul style="list-style-type: none"> • Describe the school’s responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the children served under this part to meet the State’s student academic achievement standards, and the ways in which each parent will be responsible for supporting their children’s learning and participating as appropriate in decisions relating to the education of their children and positive use of extracurricular time. • Address the importance of communication between teachers and parents on an ongoing basis.
<p>Sec.1118 (e) “Building Capacity for Involvement”</p>			<p>Shall ensure that information related to school and parent programs, meetings, and other activities is sent to the parents of participating children in a format and to the extent practicable in a language the parents can understand.</p>
<p>Sec.1118 (f) “Accessibility”</p>			<p>In carrying out the parental involvement requirements, local educational agencies and schools, to the extent practicable, shall provide full opportunities for the participating of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports in a format and, to the extent practicable, in a language such parents understand.</p>
<p>Sec.3302 (e)(1) “Parental Participation</p>			<p>In General: Each eligible entity shall implement an effective means of outreach to parents of limited English proficient children to inform such parents of how they can:</p> <ul style="list-style-type: none"> • Be involved in the education of their children • Be active participants in assisting their children to learn English, to achieve at high levels in core academic subjects, and to meet the same challenging State academic content and student academic achievement standards as all children are expected to meet.

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<p>Sec.3302 (e)(2) “Parental Participation”</p>			<p>Receipt of Recommendations: The outreach shall include holding and sending notice of opportunities for regular meetings for the purpose of formulating and responding to recommendations from parents described in such paragraph.</p>
<p>Sec.3302 (a)(1-8) “Parental Notification”</p> <p>Also note sect.1112 (g)(1)(A)</p>	<p>Not later than 30 days after the start of the school year</p>	<p>Must inform a parent or parents of a limited English proficient child identified for participation or participating in a program of language instruction:</p> <ul style="list-style-type: none"> • The reasons for the identification of their child as limited English proficient and in need of placement in a language instruction educational program. • The child’s level of English proficiency, how such level was assessed, and the status of the child’s academic achievement. • Methods of instruction used in the program, and methods of instruction used in other available programs. Must include how programs differ in content, instructional goals and the use of English and a native language in instruction. • How the program will meet the educational strengths and needs of the child. • How the program will specifically help their child learn English and meet age-appropriate academic achievement standards for grade promotion and graduation. • The specific exit requirements for the program, including the expected rate of transition from such program into classrooms that are not tailored for limited English proficient children and the expected rate of graduation from secondary school for such program. • In the case of a child with a disability, how such program meets the objectives of the individualized education program of the child. • Information pertaining to parental rights that includes written guidance detailing the right that parents have in removing their child immediately from such program and the options that parents have to decline to enroll their child in such program or to choose another program or method of instruction if available. 	

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<p>Sec.3302 (d) “Special Rule Applicable During the School Year”</p> <p>Also note sec.1112 (g)(3)</p>	<p>Special Rule... First two weeks of language instruction educational program</p>	<p>Special Rule... For those children not identified as limited English proficient prior to the beginning of the school year, the local educational agency must notify parents of the child being placed in a language instruction educational program. Content of notice must be the same as required under “parental notification.”</p>	
<p>Title X, Part F, Sec. 1061 (2) Parent Notification</p>	<p>Student Privacy, Parental Access to Information: Annually</p>	<p>Student Privacy, Parental Access to Information: District is required to notify parents regarding the content of board policies that:</p> <ul style="list-style-type: none"> • Permit parents to inspect any third-party surveys of students before they are administered, including policies to protect student privacy if the survey delves into certain sensitive subjects identified in the law. • Permit parents to inspect any instructional material used in the curriculum. • The administration of any physical examinations or screenings the school may administer. • The collection and use of personal information collected from students for the purpose of marketing that information (except for the purpose of developing educational products or services). 	