

# ESEA/ NCLB Parent Notifications Summary, Checklist and Timelines Waiver Updates for Georgia LEAs

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**PURPOSE:** ESEA/ NCLB Parent Notifications Summary, Checklist and Timelines assists with the management and distribution of ESEA/NCLB parent notices within a school or district. The chart was updated for users in states with approved waivers for ESEA/NCLB flexibility. TransACT customers are encouraged to also review communications from their State Department of Education for updates or state-specific guidance related to waiver notifications.

**2012 UPDATE:** Although Public School Choice and SES are no longer required under approved flexibility waivers, the state of Georgia has a state law in place called Intradistrict Transfer that provides students and families with a similar option to School Choice under NCLB. In addition, Georgia's waiver request included a program for additional learning called a Flexible Learning Program or FLP that designated schools must implement in place of SES programs. Please review the section "Georgia Department of Education - State Masters" at the bottom of this form for a list of state-specific forms and additional information about these programs.

**Enter the name of the school or district staff member responsible for the distribution notices to the following parents:**

**DIRECTIONS:** **Title I** - Send to parents of all students enrolled in schools that receive Title I funds.  
**EL** - Send only to the parents of all eligible students participating in an English language development program that receives Title III funds.  
**ALL Parents** - Documents to send to every parent in the school/district.

Name, Staff or Department	Doc ID #	Document Title	Title I	EL	ALL Parents	Timeline	Date Notice Sent
<b>Series A: HIGHLY QUALIFIED STAFF</b>							
	ESEA/NCLB-W.A1a	Annual Parent Notice, Right to Request Teacher Qualifications <i>(NCLB Act, Sec. 1111(h)(6)A)</i>	X			Beginning of each school year.	
	ESEA/NCLB-W.A2	Teacher Qualification Response to Parents Highly Qualified Teacher <i>(NCLB Act, Sec. 1111(h)(6)(A-iv))</i>	X			Timely - upon parent request; response for staff that are highly qualified	
	ESEA/NCLB-W.A3a	Teacher Qualification Response to Parents <i>(NCLB Act, Sec. 1111(h)(6)(A-iv))</i>	X			Timely - upon parent request; response for staff that are not highly qualified	
	ESEA/NCLB-W.A4b	Notice of Teacher Status <i>(NCLB Act, Sec. 1111(h)(6)(Bii))</i>	X			Timely - when assigned to or taught by a non-highly qualified teacher; identifies duration of assignment	
	ESEA/NCLB-A5	Annual Principal Verification of Highly Qualified Staff Requirements <i>(NCLB Act, Sec. 1119(i))</i>	X			Annually - place on file at school and district office for viewing if requested	
	ESEA/NCLB-A6	Annual Principal Verification of Highly Qualified Staff Requirements - Eligible Rural Schools <i>(Policy Letter 3/15/04)</i>	X			Annually - place on file at school and district office for viewing if requested	

Name, Staff or Department	Doc ID #	Document Title	Title I	EL	ALL Parents	Timeline	Date Notice Sent
<b>Series B: TITLE III (EL) PARENT NOTICES</b>							
	NCLB-B1a	Home Language Survey (Civil Rights Act of 1964, Title VI; NCLB Act, Title III)			X	On file for every family of enrolled students and completed at least once upon enrollment.	
	NCLB-B1b	Home Language Survey (Civil Rights Act of 1964, Title VI; NCLB Act, Title III)			X		
	NCLB-B2	Notification of English Language Development Program Placement (NCLB Act, Sec. 1112(g)(1)(A) and Sec. 3302(a))			X	Not later than 30 days from the start of the school year. For students not identified as EL at the beginning of the school year, parent to be notified within 2 weeks of placement.	
	NCLB-B3	Description of English Language Development Program (NCLB Act, Sec. 1112(g)(1)(A) and Sec. 3302(a)(3))			X	Not later than 30 days from the start of the school year. Include with NCLB-B2 "Notification of English Language Development Program Placement."	
	NCLB-B4	Request for English Language Development Program Withdrawal/Denial of Enrollment (NCLB Act, Sec. 1112(g)(1)(Aviii))			X	Timely - once parents have requested program withdrawal	
	NCLB-B5	Notice of Parent Meeting for English Language Learners (NCLB Act, Sec. 1112(g)(4) and Sec. 3302(e))			X	Timely	
	NCLB-B6	Parent Participation Form for Parent Meeting of English Language Learners			X	Optional - Parent Response Form	
	NCLB-B7a	Notice of School Progress Title III Annual Measurable Achievement Objectives (NCLB Act, Sec. 3302(b))			X	30 days after failure of school to meet annual program achievement objectives	
	NCLB-B7b	Notice of District Progress Title III Annual Measurable Achievement Objectives (NCLB Act, Sec. 3302(b))			X	30 days after failure of district to meet annual program achievement objectives	
	NCLB-B7c	Notice of Consortium Progress Title III Annual Measurable Achievement Objectives (NCLB Act, Sec. 3302(b))			X	30 days after failure of consortium to meet annual program achievement objectives	
Name, Staff or Department	Doc ID #	Document Title	Title I	EL	ALL Parents	Timeline	Date Notice Sent
<b>Series C: ADEQUATE YEARLY PROGRESS</b>							
**** States with approved ESEA flexibility have established new annual measurable objectives (AMOs), set new state timelines, and established state-specific procedures for reporting school and student progress in at least reading/language arts and mathematics. Georgia's new statewide accountability system is called College and Career Ready Performance Index (CCRPI). Check your state's requirement and procedure for how, what, and when to notify parents regarding improvement efforts for the district, schools, and student subgroups. ****							
<b>Series D: FORMERLY SUPPLEMENTAL EDUCATIONAL SERVICES (SES) - See STATE MASTERS</b>							
<b>SEE STATE MASTERS - Flexible Learning Program (FLP)</b>							
<b>Series E: FORMERLY PUBLIC SCHOOL CHOICE - See STATE MASTERS</b>							
<b>SEE STATE MASTERS - Intradistrict Transfer/ School Transfer Option - House Bill 251</b>							

Name, Staff or Department	Doc ID #	Document Title	Title I	EL	ALL Parents	Timeline	Date Notice Sent
<b>Series F: PARENT INVOLVEMENT</b>							
	NCLB-F1	District Parent Involvement Policy Meeting, Invitation to Participate <i>(NCLB Act, Sec. 1118(a)(2))</i>	X	X		Timely	
	NCLB-F2	School Parent Involvement Policy Meeting, Invitation to Participate <i>(NCLB Act, Sec. 1118(b)(1))</i>	X	X		Timely	
	NCLB-F3	Parent Participation Form for District Parent Involvement Policy Meeting	X	X		Optional - Parent Response Form	
	NCLB-F4	Parent Participation Form for School Parent Involvement Policy Meeting	X	X		Optional - Parent Response Form	
	NCLB-F5a	GA School-Parent Compact Instructions <i>(NCLB Act, Sec. 1118 (d))</i>	X			N/A Instructions for Internal Staff	
	NCLB-F5b	GA School-Parent Compact <i>(NCLB Act, Sec. 1118 (d))</i>	X			Beginning of each school year	

**SEE ALSO STATE MASTERS FOR: 1) THE STATE COMPACT CHECKLIST & SAMPLE TEMPLATE AND  
2) FAQs FOR PARENTS & FAMILIES ON GEORGIA'S ESEA FLEXIBILITY WAIVER**

Name, Staff or Department	Doc ID #	Document Title	Title I	EL	ALL Parents	Timeline	Date Notice Sent
<b>Series H: UNSAFE SCHOOLS</b>							
	NCLB-H1	Notice of Unsafe School <i>(NCLB Act, Sec. 9532; Non-regulatory Guidance, July 23, 2002)</i>			X	Within 10 days of state notification of unsafe school status	
	NCLB-H2	Request for School Transfer, Unsafe School <i>(NCLB Act, Sec. 9532; Non-regulatory Guidance, July 23, 2002)</i>			X	Timely - Parent Response Form	
	NCLB-H3	District Response to School Transfer, Unsafe School <i>(Non-regulatory Guidance, July 23, 2002)</i>			X	Timely distribution and transfer within 30 days	
	NCLB-H4	Notice to Parent of Student Victim of a Violent Criminal Offense <i>(NCLB Act, Title IX, Sec. 9532)</i>			X	Within 10 days of violent act against student	
	NCLB-H5	Request for School Transfer, Student Victim of Violent Criminal Offense <i>(Non-regulatory Guidance, July 23, 2002)</i>			X	Timely - Parent Response Form	
	NCLB-H6	District Response to School Transfer, Violent Criminal Offense <i>(Non-Regulatory Guidance, July, 23, 2002, Page 11, Section E)</i>			X	Timely distribution and transfer within 10 days	
	NCLB-H7	District Confirmation of School Transfer, Unsafe School <i>(Non-regulatory Guidance, July 23, 2002)</i>			X	Transfer completed within 30-days of NCLB-H1	
	NCLB-H8	District Confirmation of School Transfer, Violent Criminal Offense <i>(Non-regulatory Guidance, July 23, 2002)</i>			X	Optional: Identifies school to which student will be transferred within 10 days of offense.	

Name, Staff or Department	Doc ID #	Document Title	Title I	EL	ALL Parents	Timeline	Date Notice Sent
<b>Series I : ACCESS TO STUDENT INFORMATION</b>							
	ESEA/NCLB-W.11	Access to Student Information by Military or College Recruiters (NCLB Act, Title IX, Sec. 9528)			X	Beginning of each school year or at secondary student registration; use NCLB-11 for other languages	
	NCLB-11	Access to Student Information by Military or College Recruiters (NCLB Act, Title IX, Sec. 9528)			X	Beginning of each school year or at secondary student registration - Use ESEA/NCLB-W.11 for English only.	
	NCLB-12	Notice to Obtain Written Parental Consent for Military or College Recruiters (NCLB Act, Title IX, Sec. 9528)			X	Timely, after Military or College recruiter has requested student information	
	NCLB-13	FERPA: Annual Notice of Student Education Record Privacy (Family Rights and Privacy Act)			X	Beginning of school year	
	NCLB-14a	FERPA: Annual Notice for Disclosure of School Directory Information - High School (Family Rights and Privacy Act & NCLB Act, Sec. 9528)			X	Beginning of school year	
	NCLB-14b	FERPA: Annual Notice for Disclosure of School Directory Information - High School (Family Rights and Privacy Act & NCLB Act, Sec. 9528)			X	Beginning of school year	
	NCLB-15a	FERPA: Annual Notice for Disclosure of School Directory Information - Elementary/Middle School (Family Rights and Privacy Act & NCLB Act, Sec. 9528)			X	Beginning of school year	
	NCLB-15b	FERPA: Annual Notice for Disclosure of School Directory Information - Elementary/Middle School (Family Rights and Privacy Act & NCLB Act, Sec. 9528)			X	Beginning of school year	
	NCLB-16	Protection of Pupil Rights Amendment (PPRA), Annual Notice to Parents (Title 34, Part 98)			X	Beginning of school year	
	NCLB-17	Protection of Pupil Rights Amendment (PPRA), Scheduled Activities and Surveys (Title 34, Part 98)			X	Attached, when appropriate, to NCLB-16 or sent in a timely manner prior to scheduled activity or survey.	
Name, Staff or Department	Doc ID #	Document Title	Title I	EL	ALL Parents	Timeline	Date Notice Sent
<b>HOMELESS EDUCATION</b>							
	NCLB-J1	Notice of Educational Services for Homeless Children and Youth (NCLB Act, Title X, Part C, Sec. 722(e)(3c))	X	X	X	* To individual child, youth or parent upon enrollment	
	NCLB-J2	Public Notice, Education Rights of Homeless Children and Youth (NCLB Act, Title X, Part C, Sec. 722(g)(6)(v))				Distributed annually to locations that provide services to the homeless	

\* Title I services must be provided at school of enrollment even if the school does not receive Title I funds.

## Georgia Department of Education - State Masters

Name, Staff or Department	Doc ID #	Document Title	Title I	EL	ALL Parents	Timeline	Date Notice Sent
<b>STATE MASTERS: ESEA WAIVER FLEXIBILITY AND FLEXIBLE LEARNING PROGRAM ( FLP)</b>							
	1a	All Designations - ESEA Flexibility Waiver Parent Notification	X			Beginning of school year	
	1b	No School Designation - ESEA Flexibility Waiver Parent Notification	X			Letter is Optional - Beginnig of school year	
	1c	Reward School - ESEA Flexibility Waiver Parent Notification	X			Letter is Optional - Beginnig of school year	
	2a	Focus School - ESEA Flexibility Waiver Parent Notification	X			Beginning of school year	
	2b	Focus School - Notification of Enrollment in FLP	X			Beginning of school year	
	2c	Focus School - ESEA Flexibility Waiver & FLP Enrollment	X			Beginning of school year	
	3a	Priority School - ESEA Flexibility Waiver Parent Notification	X			Beginning of school year	
	3b	Priority School - Notification of Enrollment in FLP	X			Beginning of school year	
	3c	Priority School - ESEA Flexibility Waiver & FLP Enrollment	X			Beginning of school year	
	4a	Title I Alert School - ESEA Flexibility Waiver Parent Notification	X			Beginning of school year	
	4b	Title I Alert School - Notification of Enrollment in FLP	X			Beginning of school year	
	4c	Title I Alert School - ESEA Flexibility Waiver & FLP Enrollment	X			Beginning of school year	
	5	Parent Response Form, Enrollment in FLP	X			1) Beginning of school year - attached 2b, 2c, 3b, 3c, 4b, or 4c 2) Timely, as needed - Parent Response Form	
Name, Staff or Department	Doc ID #	Document Title	Title I	EL	ALL Parents	Timeline	Date Notice Sent
<b>STATE MASTERS: ESEA WAIVER FLEXIBILITY AND TRANSITION TO INTRADISTRICT TRANSFER</b>							
	None	End of ESEA/NCLB Public School Choice - Parent Notification Template - May 2012	X			Form was to be sent out by May 2012 and is posted on TransACT for reference only.	
	Version A (transportation no longer paid by district)	Intradistrict Transfer Option with ESEA/NCLB Public School Choice, Parent Notification Letter	X			Parent notification should be dated no later than July 1st of the upcoming school year.	
	Version B (transportation continues to be paid by district)	Intradistrict Transfer Option with ESEA/NCLB Public School Choice, Parent Notification Letter	X			Parent notification should be dated no later than July 1st of the upcoming school year.	
Name, Staff or Department	Doc ID #	Document Title	Title I	EL	ALL Parents	Timeline	Date Notice Sent
<b>STATE MASTERS: PARENT INVOLVEMENT</b>							
	None	GA FAQs for Parents and Families on Georgia's ESEA Flexibility Waiver	X			Timely - Information FAQ for Parents	
	None	GA School/Parent Compact Checklist and Sample Template	X			Checklist is Internal Use Only, Compact Sample Template - Beginning of school year	

Name, Staff or Department	Doc ID #	Document Title	Title I	EL	ALL Parents	Timeline	Date Notice Sent
<b>STATE MASTERS: SCHOOL TRANSFER OPTION UNDER HOUSE BILL 251, GA STATE LAW</b>							
	None	HB251 - School Transfer Option - Annual Parent Notification Letter			X	Parent notification should be dated no later than July 1st of the upcoming school year.	
	None	HB251 - School Transfer Option - Decision Regarding Request for School Transfer			X	Timely - District Response to Parent Transfer Request	
	None	HB251 - School Transfer Option - FAQ			X	Timely - Information FAQ for Parents	
	None	HB251 - School Transfer Option - Framework			X	N/A - Internal Use	
	None	HB251 - School Transfer Option - Parent Request for School Transfer			X	1) Annually - attached to HB251 - School Transfer Option - Annual Parent Notification Letter 2) Timely, as needed - Parent Request Form	

