

Sample: Letter sent to parents of students who are eligible for free or reduced price meals and attend Title I schools identified for Phases 2-6 of improvement.

SAMPLE SES LETTER

<Date>

<Parent>

<Address>

<City, State, Zip>

Dear <Parent>:

- 1** Help your child succeed in school! As a result of the federal No Child Left Behind Act, your child may be able to receive extra help in mathematics and reading. You can receive free tutoring because <ABC School> is identified for improvement, corrective action, or restructuring, and your family meets the income limits under the law.
- 2** <ABC School> is identified for improvement in <Mathematics and/or English Language Arts> because it has not made adequate yearly progress on the <Michigan Educational Assessment Program (MEAP) test/Michigan Merit Exam (MME)> for <#> years <OR explain other cause, such as graduation rate>. The school is working to address these problems by <briefly identify improvement efforts>. In order to help your child do better in school, you can now choose a free tutoring program in your area. A list of programs that have been approved by the Michigan Department of Education is included. The programs will provide tutoring that is coordinated with what is being taught in school. Each program is different. You will need to review the information for each program and decide which is best for your child.
- Think about the answers to these questions to help you decide:
 - When and where will the tutoring take place?
 - How far is it? Please note that transportation to the tutor and to your home may not be provided.
- 3**
 - How often the tutor will meet with your child and how long is each tutoring session?
 - What programs, by grade level and subject areas, are provided by that tutor?
 - What type of instruction is used (e.g., small group, one-on-one, or computer based instruction)?
 - What are the tutor's qualifications?
 - Does this program seem to fit your child's needs?
- 4** The school has invited tutors to meet with parents <include details, time and place for a provider fair if applicable> to help you decide.
- 5** Included in this letter is a Tutor Selection Form. If you would like to select a tutor from the list, complete this form and return it to <name and address> in the stamped envelope we have enclosed. Your Tutor Selection Form is due by <date-at least 30 days> for your child(ren) to be eligible to participate. It is important that you select a first, second, and third choice of providers due to limited availability.
- 6** If the district receives more applications than there is space available, students will be selected based on academic need. Students who demonstrate the greatest academic need will be offered services first. If your child is not selected to receive tutoring services, you will be notified by mail. If your child is selected to receive services, we will send a confirmation letter to you, the provider you selected, and your child's school.
- 7** The No Child Left Behind Act also allows students to transfer to another school <be specific if it is in the district or if it is in a neighboring district>. The School Choice letter was mailed to you on <date>.
- 8** The school staff want to help you with this information, so please do not hesitate to contact us <name and number> with your questions.

Sincerely,

District Official

Enclosures: District Report Card, List of Tutors Approved by the State, Tutor Selection Form, Stamped & Addressed Envelope

CORRESPONDENCE DETAIL
B. SUPPLEMENTAL EDUCATIONAL SERVICES LETTER
(PHASE 2 OR GREATER ONLY)

<u>Required Element:</u>	<u>Corrective Action Required</u>
B. Letter sent to parents of low-income students regarding supplemental educational services (SES).	
B-1. Letter identifies each approved provider within the district's geographic location or that is reasonably accessible	Identify all approved providers within the district's geographic or reasonably accessible location. Refer to Paragraph 2 of the <i>Sample SES Letter</i> .
B-2. Letter includes a brief description of the services, qualifications, and evidence of effectiveness of each provider	Provide parents with a brief description of services, qualifications, and evidence of effectiveness of each provider. Refer to Paragraph 2 of the <i>Sample SES Letter</i> .
B-3. Letter includes a description of the procedures and timelines that parents must follow in selecting a provider	Provide parents with a description of the procedures and timelines that parents are to follow in order to select a provider. Refer to Paragraph 5 of the <i>Sample SES Letter</i> .
B-4 Letter informs parents how the district will set priorities in order to determine which eligible students will receive services, if the district anticipates it will not have sufficient funds to serve all eligible students	Provide parents with information explaining cost limitations and how the district prioritizes requests for supplemental educational services. Refer to Paragraph 6 of the <i>Sample SES Letter</i> .