



New York State
EDUCATION DEPARTMENT
Knowledge > Skill > Opportunity

Consolidated Application Update SY 2015-16

Module 9 Accountability Addendum

TITLE I NOTIFICATION REQUIREMENTS

- Parent Notification of Availability of School Choice (Not required for Focus or Priority Charter Schools) (p. 49 Items A1 and A2)
- Parent Notification of Focus or Priority School Status (p. 49 Item B)
- Complaint Process (p. 49 Item C)

TITLE I NOTIFICATION REQUIREMENTS

A. Parent Notification of Availability of School Choice (Not required for Focus or Priority Charter Schools)



LEAs must promptly, but no later than 14 days prior to the beginning of the school year, notify parents of all students enrolled in a Title I school that has been identified as a Priority or Focus School of their school choice options. This notice must be in an understandable and uniform format and, to the extent practicable, in a language that the parent can understand.

LEAs are strongly encouraged to provide several choice options for parents. Parents should be provided a reasonable amount of time to consider their options, be given concise but detailed information on the performance and overall quality of the receiving schools, and be provided an opportunity to visit potential schools of choice.

1. Describe the LEA's procedures to implement parent notification required by ESEA Section 1116. The school choice notification must be sent, even for those districts where school choice is not a viable option.
2. Include a copy of the notification letter that was sent to parents informing them of school choice and the options available to them. This letter should have a check-off for parents to accept or decline the Public School Choice options available.

B. Parent Notification of Focus or Priority School Status (Required for ALL Focus Districts and Focus or Priority Charter Schools)

An LEA with identified Focus or Priority School(s) for the 2015-16 school year must provide a description of procedures that were implemented to inform parents of students attending the school of the school's status. Please submit to SED documentation that this notification occurred. Submit a sample of the notification letters.

C. Complaint Process (Required for ALL Focus Districts and Focus or Priority Charter Schools)

Provide a description of the LEA's procedures for receiving and acting on complaints from parents or other persons in parental relation to students in Title I Priority and Focus Schools. Include a timeline for handling complaints.

PUBLIC SCHOOL CHOICE

- Public School Choice is required for all Title I Priority and Focus Schools.
- Districts must provide/pay for transportation to the receiving schools to the extent required by federal and State law.
- A child who transfers may remain in the receiving school until the child has completed the highest grade in that school.

PUBLIC SCHOOL CHOICE

(continued)

- District Choice Plan:
 - List the Priority and Focus Schools that cannot offer Public School Choice (p. 50 Item A1a).
 - Explain any geographic or other limitations (p. 50 Item A1b).
 - Describe measures that ensure the priority of transfers for lowest achieving children from low-income families (p. 50 Item A1c).
 - Discuss the options available if Public School Choice is not available (p. 50 Item A1d).
- Receiving Schools:
 - Lists the schools that can accept transfer students (p. 50 Item B1 and B2).
 - Receiving schools MAY NOT be Priority or Focus Schools

A. District Choice Plan

1. Describe your district’s mandatory Public School Choice program. Include the following information:
 - a. List the Priority and Focus Schools that cannot offer Public School Choice and show the reason for each school.
 - b. Explain if there are any geographic or other limitations.
 - c. Describe measures that ensure the priority of transfers for lowest achieving children from low-income families.
 - d. If Public School Choice is not available, discuss the options available.

B. Receiving Schools

1. List the schools that can accept transfer students from Title I Priority and Focus Schools.
2. The receiving schools **MAY NOT** be Priority or Focus Schools.

| Title I School(s) | Grade Span | Non-Title I Schools(s) | Grade Span |
|-------------------|------------|------------------------|------------|
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FISCAL REQUIREMENTS

- Parent Involvement & Parent Education
 - LEAs must identify Parent Involvement and Parent Education Set-Asides in their Title I Supplement, Title I budget and budget narrative (p. 51 Item 1).
 - LEAs must describe planned Parent Involvement and Parent Education activities (p. 51 Item 2).
 - LEAs must describe how parents have been involved in the planning for the use of these funds in Title I schools (p. 51 Item 3).
 - LEA Parental Involvement Policy (p. 51 Item 4).

PARENT INVOLVEMENT AND PARENT EDUCATION REQUIREMENTS
(REQUIRED FOR ALL FOCUS DISTRICTS AND FOCUS OR PRIORITY CHARTER SCHOOLS)

1. LEAs must identify all applicable Parent Involvement and Parent Education Set-Asides in their Title I Supplement, Title I budget and budget narrative. Districts should clearly identify amounts for private schools and identified buildings in the budget narrative.
2. Describe the planned Parent Involvement and Parent Education activities for your district, including specific activities for Title I Priority and Focus Schools.
3. Describe how the LEA has involved parents in the planning for the use of these funds in Title I schools.
4. Submit a copy of or link to the current LEA Parental Involvement Policy.

As required in ESEA (Section 1118(a)(3) (A), all LEAs receiving a Title I, Part A allocation of \$500,000 or greater must reserve one percent of that allocation for required parent involvement activities, and 95 percent of that reserve must be sub-allocated for **parent involvement** activities in Title I schools. In addition, private schools are entitled to an equitable share of the total amount of Title I, Part A funds devoted to parent involvement.

Focus LEAs with Priority and/or Focus schools must set-aside an additional one percent to be used in those designated schools for **parent education** activities. This additional one percent is not subject to the private school equitable participation requirement. In the instances where an LEA has a designated school that is not Title I eligible, the LEA must identify the required one percent from other sources. Focus LEAs receiving less than \$500,000 in Title I, Part A funds are not required to set-aside one percent for **parent involvement** activities; however, they must still set-aside one percent of their Title I, Part A funds for the required **parent education** activities in the designated schools.

FISCAL REQUIREMENTS

- LEA Set-Aside Calculation Worksheet (p. 53)
 - 1% Set-Aside for Parent Involvement for all LEAs with a Title I Part A allocation of \$500,000 or greater
 - 1% Set-Aside for Parent Education for all Focus LEAs
 - 5-15% Improvement Set-Aside will be documented in the 2015-2016 District Comprehensive Improvement Plan (DCIP).

- LEA Parent Education Set-Aside Plan (p. 54)
 - Title I Priority and Focus Schools (Part 1)
 - These costs should appear in the FS-10 Budget, Budget Narrative, and Title I Supplement
 - Non-Title I Priority and Focus Schools (Part 2)
 - Total Parent Education Set-Aside (Part 3)

LEA SET-ASIDE CALCULATION WORKSHEET

(REQUIRED FOR ALL FOCUS DISTRICTS AND FOCUS OR PRIORITY CHARTER SCHOOLS)

DIRECTIONS

1. LEAs with Title I, Part A allocations of \$500,000 or more must calculate 1% for Parent Involvement and 1% for Parent Education. LEAs with Title I, Part A allocations less than \$500,000 only calculate 1% for Parent Education.

| Requirement | Rate | Title I amount | Total required |
|--------------------|------|----------------|----------------|
| Parent Involvement | 1% | █ | █ |
| Parent Education | 1% | █ | █ |
| | | | |
| SAMPLE | | | |
| Requirement | Rate | Title I amount | Total required |
| Parent Involvement | 1% | \$500,000 | \$5,000 |
| Parent Education | 1% | \$500,000 | \$5,000 |

LEA PARENT EDUCATION SET-ASIDE PLAN

(REQUIRED FOR ALL FOCUS DISTRICTS AND FOCUS OR PRIORITY CHARTER SCHOOLS)

Part 1: TITLE I SCHOOLS PARENT EDUCATION SET-ASIDE PLAN

DIRECTIONS

1. List the Parent Education Activities planned for all Title I Priority and Focus Schools.
2. For each activity listed, identify the District Cost(s) to be charged to the Title I allocation.
3. Total all costs identified for Allowable Parent Education activities.

| Activity | District Cost |
|--|----------------------|
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| | |
| Total Parent Education Costs for Title I Schools: | |

Part 2: NON-TITLE I SCHOOLS PARENT Education SET-ASIDE PLAN

(ONLY FOR DISTRICTS WITH NON-TITLE I PRIORITY AND FOCUS SCHOOLS)

DIRECTIONS

1. List the Parent Education Activities planned for all Non-Title I Priority and Focus Schools.
2. Identify the Fund Source(s) and the District Cost(s) for each activity listed.
3. Total all costs identified for Parent Education activities.

| Activity | Fund Source | District Cost |
|--|--------------------|----------------------|
| | | |
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| Total Parent Education Costs for Non-Title I Schools: | | |

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| Part 3: TOTAL PARENT EDUCATION SET-ASIDE PLAN COSTS | |
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| 1. List the costs identified as Total Parent Education Costs from Part 1 and Part 2. | |
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| 2. Total the costs identified as Total Parent Education Costs from Part 1 and Part 2. This total MUST meet or exceed the required amount in the Set-Aside Calculation Worksheet. | |
|---|--|

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| Parent Education Costs for Title I Schools (from Part 1): | |
|--|--|

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|--|--|
| Parent Education Costs for Non-Title I Schools (from Part 2): | |
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|--|--|
| Total Parent Education Costs for the LEA: | |
|--|--|

FISCAL REQUIREMENTS

- 5-15% Improvement Set-Aside
 - Revised Focus District Set-Asides (p. 56)
 - Mandated Focus District Activities (p. 57)
 - Mandated Focus District Activities #1-4 must be implemented first.
 - Focus Districts must first use Title I School Improvement funds 1003(a) to pay for mandated Focus District Mandated Activities 1, 2, and 3
 - Reflect in the 2015-2016 DCIP



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Questions?

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