

State of Arizona
Department of Education

Tom Horne
Superintendent of
Public Instruction

August 16, 2010

Dear Superintendent, Principal,

You are receiving this letter as you have earned a label of Underperforming under the provisions of AZ LEARNS. Along with this letter is a memo regarding important timelines that must be met regarding parent notification and submission of the Arizona School Improvement Plan (ASIP). You will also find a template of the parent notification letter that you should use. For district schools, A.R.S. 15-241 states the school “shall provide written notification of the classification to each residence within the attendance area of the school.” For charter schools, A.R.S.15-241 states “the school shall notify the parents of the students attending the school of the classification.” This notice may be mailed home as a separate letter, may be copied into the school newsletter, or distributed through a district newsletter that would be mailed to each residence in the community. It should be separate from any parent notification letter you may need to do for Title One/NCLB. This letter must be distributed **within 30 days of public release** of labels. For this year, the letters must be distributed by **August 28, 2010**. The template of the letter is an attachment to this email.

The first step, after parent notification, should be to register to attend one of the 2010 Fall Process workshops offered in Flagstaff, Phoenix, Tucson, and Yuma. These workshops will give you important information regarding the development of an effective ASIP. Information on locations is available on the Calendar of Events section of the Arizona Department of Education website. Due to budgetary restrictions placed by the legislature last winter/spring, there is no funding for Solutions Teams for schools in Year 1 of AZ LEARNS improvement. Solutions Teams and ASC coaches will be supporting schools in Year 2 and 3 of school improvement. For Year 1 schools, if you encounter any problems, please contact me and I'll help guide you through your concerns.

Should you have any questions about initial steps, please feel free to contact me via email at john.black@azed.gov . As soon as education programs specialists are assigned, you will hear from one of them to answer any questions you may have.

All of us in the School Improvement Unit are anxious to work with you and your faculty. Have a great beginning to your school year.

Sincerely,

John M. Black
Director of School Improvement, AZ LEARNS
School Effectiveness Division
Arizona Department of Education

400 W. Congress
Tucson, AZ 85701
520-628-6873
john.black@azed.gov