



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING

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PUBLIC INSTRUCTION

October 17, 2011

MEMORANDUM

TO: Superintendents and Principals of Title I Schools Identified for School Improvement, Corrective Action, or Restructuring
Public School Academy Management Companies and Authorizers

FROM: Linda Forward, Director *Linda Forward*
Office of Education Improvement and Innovation

SUBJECT: Reminder of Web Posting Requirements for Title I Schools Identified for School Improvement, Corrective Action, or Restructuring; Reminder of Requirement to Offer Two Separate Enrollment Periods for Supplemental Educational Services (SES) Annually

Web Posting Requirements

The Final Title I Regulations of October 2008 require school districts to post certain information "in a timely manner" about their Title I schools identified for School Improvement, Corrective Action, or Restructuring. These requirements are outlined below:

1. The number of students who were eligible for and who participated in SES and public school choice, beginning with data from the 2007-08 school year and for each subsequent year,
2. A list of SES providers approved to serve the district, as well as the locations where services are provided for the current school year,
3. A list of available schools to which students eligible for public school choice may transfer for the current school year.

School districts annually submit student eligibility and participation data for SES and public school choice in the Michigan Electronic Grants System (MEGS). The data you have submitted in MEGS should be used to meet this requirement (#1 above). That information will be sent to you in a compiled spreadsheet document as soon as it is available this winter.

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In order to meet requirement #2, school districts should link to the Michigan Department of Education's (MDE) website. The MDE has created a unique page for each district that contains the required information for all providers that serve your district. Please contact mde-ses@michigan.gov to obtain the URL for your district's page. Districts that do not have a website should direct parents and community members to www.michigan.gov/mde-ses to obtain information on the approved providers for your district.

School districts must post the applicable transfer information to meet requirement #3. This includes internal transfer options as well as external transfer options secured through a collaborative agreement with neighboring districts. In the event your district does not have any transfer options, the MDE recommends posting language to the effect:

<district name> is required by the *No Child Left Behind Act of 2001* (NCLB) to offer parents of students enrolled in <school name(s)> the option to transfer their child to another school that is not identified for school improvement, corrective action, or restructuring under NCLB. Our district currently does not have any internal transfer options to meet this requirement. As required by law, <district name> pursued cooperative transfer agreements with nearby districts, but none were able to enter into such an arrangement with us this school year.

In 2010, the United States Department of Education (USED) conducted onsite monitoring and review of the MDE and Local Educational Agencies (LEA) compliance with Title I program requirements, including SES and public school choice. Documentation of both the MDE and LEAs was reviewed. The USED cited both the MDE and LEAs reviewed for noncompliance with web posting requirements.

Requirement to Offer Two Separate SES Enrollment Periods

The Final Title I Regulations of October 2008 also require school districts to provide a minimum of two SES enrollment periods at separate points in the school year. Enrollment periods must be of sufficient length to enable parents of eligible students to make informed decisions about requesting SES and selecting an SES provider. The MDE defines "sufficient length" as at least 30 calendar days.

Neither the MDE nor Federal guidance defines the dates for the enrollment periods. The MDE suggests that districts offer winter (January/February) or summer (April/May) enrollment periods in addition to the traditional fall enrollment period. Summer enrollment periods are predicated on district ability or need to extend SES into the summer months.

Thank you for your prompt attention to this communication. If you have questions or need more information, please feel free to contact Greg Olszta, Office of Education Improvement & Innovation, at 517-241-4715 or OlsztaG@michigan.gov.