

SAMPLE Parent Letter – Supplemental Services

In January 2002, Congress passed a new federal education law, the *No Child Left Behind Act* of 2001 (NCLB) that increases parents' choices about their children's education. The purpose of this letter is to inform you about this new law and the provision for supplemental services for eligible students. Supplemental services are classes or tutoring that provide additional academic assistance to a child at a time outside the regular school day. These services must support and be consistent with the instruction provided by the school.

NCLB requires districts to teach grade-level standards, use the most effective methods and instructional strategies for teaching students, and assess their progress each year. A school's progress is determined based on how well students do on the statewide assessments. Schools that did not make adequate yearly progress (AYP) on State tests for two consecutive years are identified as in need of improvement by the New Jersey Department of Education. Under NCLB, New Jersey schools identified as in need of improvement for two years must provide supplemental services.

_____ School is now in its second year of identification as a school in need of improvement and therefore is preparing to offer supplemental services.

Supplemental educational services are designed to help students increase their academic achievement and to meet state standards, they will be available for eligible students this fall. As the parent of an eligible student you have the option of requesting these services and choosing the supplemental service provider you want for your child.

Supplemental service providers must be selected from the state approved list. This list is included with this letter, also included is a list of the most common questions and answers regarding supplemental services. Upon your request, your child's teacher or principal will provide this list and assist you in selecting an appropriate provider.

Requests for supplemental services are to made by filling out the enclosed form and returning it to the _____. Applications must be completed and returned to the district by _____. If you have any questions, please call _____.