



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING

RICK SNYDER
GOVERNOR

MICHAEL P. FLANAGAN
STATE SUPERINTENDENT

August 16, 2013

MEMORANDUM

TO: Local and Intermediate School District Superintendents and Public School Academy Directors and Principals with 2012 and 2013 Cohort Title I Priority Schools

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

SUBJECT: Parent Letter of Identification and Notification Required of Title I Priority Schools

Earlier this week, the Michigan Department of Education (MDE) informed you of parent notification requirements that accompany designation as a Title I Priority school. The letter stated:

- Letter of Identification and Notification – A letter must be sent to parents of students enrolled in a school identified as a Priority School. The letter must be sent to parents of those students enrolled in the school in the 2012-2013 school year and those anticipated by the district to enroll in the Priority school for the 2013-14 school year. Also to be included in the letter, are the reasons for its identification and the school's and district's plans to improve student achievement. The MDE has determined this letter must be sent so that it will be received by parents no later than August 20, 2013.

At the time, the MDE's cover e-mail noted that districts and schools **"unable to meet the above deadline because of delays in MDE's public release of accountability status must send the letter to parents as soon as possible following public release."**

As we continue to work to ensure absolute accuracy in the public release of the Top-to-Bottom list with its school designations, the MDE can now clarify our intended flexibility. The required letters should be sent so that parents will receive them **no later than 10 days following the public release of the Top-to-Bottom list.**

Thank you for your continued patience and cooperation in this year's accountability release process.

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