**Sample**

**This parent/guardian sample letter is targeted for parents/guardian with students attending a Comprehensive Support and Improvement (CSI) – Not Exiting Additional Targeted Support & Improvement (AT) school.**

NOTE TO SCHOOL: DO NOT PRINT BRACKETED, ITALICIZED AREAS OF NOTATION WHERE SCHOOL-SPECIFIC INFORMATION NEEDS TO BE INSERTED.

LEA/School letterhead

Date

Dear Parent/Guardian:

Comprehensive Support and Improvement (CSI) – Not Exiting Additional Targeted Support & Improvement (AT)

I hope the school year is off to a successful start for you and your child. I am writingthis letter to let you know that ***Insert name of the school*** has been designated as a Comprehensive Support and Improvement (CSI) – Not Exiting Additional Targeted Support & Improvement (AT) school by the North Carolina State Board of Education. Per ESSA Section 1111(c)(4)(D)(i)(III), a Title I school that does not meet the State’s Additional Targeted Support and Improvement exit criteria must be identified for CSI-AT because one or more of the following subgroups received a subgroup performance grade score at or below the highest identified CSI-LP school’s All Students group during the Additional Targeted Support and Improvement identification period. Subgroup performance scores are provided for the following subgroups: (1) Students with Disabilities, (2) Economically Disadvantaged, (3) Black, (4) White, (5) Hispanic, (6) Asian-Pacific Islander, (7) Multi-racial, and (8) English Learners. This letter is to notify our parents and guardians of ***Insert name of the school’s*** intentions to improve educational outcomes for underperforming student subgroups and close achievement gaps for all students.

As a CSI-AT school, **Insert *the name of the school*** is required to develop an CSI-AT plan that specifically addresses how the school will improve outcomes for underperforming subgroups. The plan will also include strategies that our district or charter will employ to support **Insert *the name of the school’s*** improvement efforts. The CSI-AT plan will address the following areas ***(select applicable areas and remove the remaining areas):***

* Classroom Management
* Standards-aligned Instruction
* Professional Learning Communities (PLCs)
* Instructional Leadership
* Recruitment & Retention of Effective Teachers
* Support for Grade-to-Grade Transitions
* Implementation of a Tiered Instructional System
* Data-Driven Decision Making
* Student Support Services
* Family and Community Engagement

We have set the following goals for ***Insert name of the school*** this year:

* ***[List SMART goals here]***

Here are some strategies that we will be implementing to improve student outcomes:

* ***[List specific strategies/action steps]***

Also, parent engagement is at the heart of our school improvement efforts. Here are some ways we can work together:

* Ensure that both you and your child know the academic expectations set for your child this school year. A list of learning objectives in student-friendly language is available from your student’s teacher(s).
* Call ***Insert school contact person and phone number*** if you have questions or concerns about your student or to set up an appointment to meet with a school staff member who will be working with your child.
* Make sure that your child is prepared and attends school each day.
* Monitor your child’s homework.
* Monitor the progress your child is making and attend meetings with your child’s teacher(s).
* Keep track of our website and social media sites ***[insert links]***.
* Volunteer.
* Join the ***Insert name of Parent Teacher Association or Organization***

Additionally, listed below are a few resources available to help: (***Insert school and/or community resources with contact information and/or use the list below)***

* Graduation requirements: [www.ncpublicschools.org/gradrequirements/](http://www.ncpublicschools.org/gradrequirements/)
* K-12 standards in academic subjects: [www.ncpublicschools.org/curriculum/](http://www.ncpublicschools.org/curriculum/)
* State student achievement test results: [www.ncpublicschools.org/accountability/](http://www.ncpublicschools.org/accountability/)
* N.C.School Report Cards: [https://ncreportcards.ondemand.sas.com/src](https://www.dpi.nc.gov/data-reports/school-report-cards)

We are committed to improving student performance. It is important to remember that just as no single score or grade tells the whole story of a student, neither does it tell you everything about a school's performance or the opportunities that our school provides. The intent of receiving these designations is to improve educational outcomes for all students, close achievement gaps, increase equity, and improve the quality of instruction. We’re excited about this school year and are working to make it a success for your child. Already, we have:

* **[*List any quick wins, school fix-ups, or new changes already in progress.*]**
* **[*List programs that make your school special.*]**

If you have questions about the content of this letter, please contact **[*name*] at [*email address*] or [*phone number***].

Sincerely,

SIGNATURE

***Insert Principal’s Name***