

SITE OPERATIONS CIRCULAR NO. 1015
Office of School Site Support

SAN DIEGO CITY SCHOOLS

Date: September 21, 2005

To: All School Principals

Subject: ACTIONS REQUIRED BY NO CHILD LEFT BEHIND

Department and/or Persons Concerned: Principals, vice principals, registrars, school secretaries and clerks

Due Date: Upon student enrollment and/or receipt of parent/guardian requests

Reference: NCLB, Administrative Procedure 6525

Action Requested: Record parent/guardian requests in Zangle and provide appropriate information.

Brief Explanation:

The No Child Left Behind (NCLB) Act requires that **all sites** meet a number of requirements, all **Title I schools** meet additional requirements, and **Program Improvement (PI) schools** meet even further requirements. Important NCLB information is contained in the *Facts for Parents* brochure that should be provided to parents as soon as possible upon receipt at schools. Site requirements and appropriate actions are described below.

Requirements for All Schools

1. Process Parent Requests to Withhold Directory Information. Site actions required for general parent requests, requests specific to military recruiters, and requests for media and videotaping releases are described in a separate Site Operations Circular that will be issued in September 2005.
2. Provide “educating homeless students” letter to affected families. Schools must provide enrolling homeless students and their parents with the *No Child Left Behind* “educating homeless students” letter. The letter (attached) and a Q&A about homeless students are available on the district website at www.sandi.net/nclb.

Requirements for All Title I Schools

1. Submit Parent Requests for Reports on Teacher/Paraprofessional Qualifications. NCLB gives parents at Title I schools the right to request information about the qualifications of teachers or paraprofessionals in their child’s classroom(s). Sites should provide parents the attached form (also available at www.sandi.net/nclb) and, once it is completed, send it to the Human Resources Division as indicated on the form.

Requirements for Program Improvement (PI) Schools

1. Distribute Program Improvement Materials. Provide PI packets to families of all new students who enroll after the first week of school. Pre-enrolled students and those who enroll during the first week of school (and whose enrollment data have been entered in Zangle), will receive their PI materials via U.S. mail. PI packets will be sent to schools the week of September 19.
2. Assist families with their PI choices. NCLB states that schools must assist families who request help with:
 - Selecting a school under the Program Improvement School Choice (PISC) program. Sites may provide appropriate information and/or refer parents to the Office of Enrollment Options (619-725-5672).
 - Selecting a Supplemental Educational Services (SES) provider (schools in Year 2 and higher of PI). SES program information, the Parent Selection Form, and the SES provider directory are included in the NCLB packet provided to parents. Copies of this packet will also be delivered to schools. Additional information is available from the Extended Learning Opportunities Office at 619-725-7147.

For additional information about NCLB, please visit the district website at www.sandi.net/nclb. Questions about NCLB requirements may be directed to Ron Rode at 619-725-5611 or via email at rrode@sandi.net.

Ron Rode
Manager
Elementary and Secondary Education Act

APPROVED:



Leslie Fausset
Interim Superintendent

KB:LD:RGR

Attachments (2)

Distribution: Lists D, E, and F



Teacher Qualification Information Request Form

Parents of students at Title I schools may use this form to request information about the qualifications of their child's teacher(s). Please complete a separate form for each of your child's teachers for whom you request information. Return the completed form(s) to your school's office staff who will forward your request(s) to the district's Human Resources Division. Division staff will gather the information required and return it to you via the method you indicate below.

Please Print

Your name	Last:	First:
Your child's name	Last:	First:
Your child's school		
Your child's teacher's name	Last:	First:
Grade level and/or subject	Grade:	Subject:
Your address	Street:	
	City:	ZIP code:

Your signature

Date

Please send the information to me via *(check one box only)*:

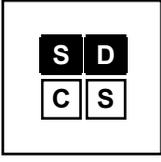
my school

U.S. mail

FAX [FAX number (_____) - _____]

Please return this form to your school's office staff. Thank you.

School Staff: Send form to Human Resources Division, Education Center, Room 1241



SAN DIEGO CITY SCHOOLS

EUGENE BRUCKER EDUCATION CENTER ♦
4100 Normal Street, San Diego, CA 92103-2682 ♦

(619) 725-5525
Fax: (619) 725-5510
E-mail: lfausset@sandi.net

Leslie Fausset
Interim Superintendent

September 2005

Dear Parent/Guardian:

The *No Child Left Behind Act of 2001* and the McKinney-Vento Homeless Assistance Act are two pieces of federal legislation designed to ensure that homeless students receive the educational opportunities that belong to all students. This letter will inform you of the educational rights of homeless students. Although the information provided in the letter may not be applicable to you, you may know of a family for which the information may be useful.

According to federal law, homeless children or youth are those who lack a fixed, regular, and adequate nighttime residence. This definition includes children and youth who:

- live with a friend, relative or someone else because they lost their homes and cannot afford housing;
- live in a motel or hotel because they lack adequate alternative accommodations; or
- live in emergency or transitional shelters, in domestic violence shelters or in another like setting, or are awaiting foster care placement.

It is the intent of the federal legislation as much as possible to keep homeless students in the schools they attended when permanently housed or in which they were last enrolled, unless doing so is against the parents' or guardians' wishes. Homeless students:

- may stay in those schools the entire time they are homeless and until the end of any academic year in which they move into permanent housing, and
- must be provided, at parent/guardian request, with transportation to and from school, as long as it is feasible.

Parents/guardians of homeless students also may choose to enroll their children in any public school that students who live in the attendance area of the homeless family's temporary residence are eligible to attend. If the school district decides to send a homeless student to a school other than that school, the district must provide the parent/guardian with a written explanation of that decision and of the parent's/ guardian's right of appeal. During an appeal process, the homeless student will be allowed to attend the school chosen by the parent/guardian.

Homeless students must be allowed to enroll in school and attend classes even if they do not have all of the required medical records and proof of residency. Personnel at the school of enrollment will work with the parents/guardians to obtain all required documents.

Please direct questions related to the education of homeless students to your child's principal or to the San Diego City Schools Counseling and Guidance Department at (619) 725-7297.

Sincerely,

Leslie Fausset
Interim Superintendent