**Sample Parent Notification Letter #F2:**

**For Focus Schools (Renewal)**

**(To be typed on school letterhead)**

Dear Parent or Guardian,

This letter is to notify you that, our school, **[Insert: School Name/Number]**, remains identified as a FocusSchool by the New York State Education Department (NYSED) for the 2018-19 school year based on the performance of one or more of our school’s student subgroups. The school’s designation is part of the state’s accountability system consistent with federal Elementary and Secondary Education Act (ESEA) requirements. This means that, according to NYSED criteria, our school has not performed as well as other schools in New York State. Later this fall, NYSED will be updating school accountability designations based on school year 2017-18 results.

The New York City Department of Education (NYCDOE) is committed to providing every child in every school with a high-quality education. We are making progress, but there is still a lot of work that needs to be done.

Every effort is being made to provide the highest quality instructional program to best meet the needs of your child, and as a Renewal School, **[School Name/Number]** will continue to implement significant interventions to improve student outcomes, including:

* Transformation into a Community School through partnerships between families, community-based organizations, teachers and school administrators, which enables us to provide more time for learning, and support students’ academic and social emotional growth, enrichment activities, health services and more.
* Expanded Learning Time – five hours of instructional time added to every student’s school week, which allows your child to participate in activities such as extra support in math and language arts, tutoring, hands-on science and leadership development activities.
* Health Services – On-site vision testing is offered to every student in our school. If the evaluation indicates that your child needs glasses, she/he will receive a new, free pair of glasses (of his/her choice).
* Enhanced curriculum that emphasizes strong writing as a clear demonstration of thinking.
* Enhanced classroom and school libraries to foster independent reading, including a digital library, which our students can access at school and at home on any device.
* Intensive professional development for all teachers and administrators.
* New data systems so that we can better track and analyze student progress.
* Enhanced parent engagement efforts and activities.

I am confident that the interventions and programs that will continue to be implemented citywide and in our school will make the 2018-19 school year a successful experience for your child.

Thank you for your continued support and collaboration. Our entire school staff is looking forward to a successful year for our students and school community. If you have any questions or concerns, please feel free to contact me at **[Insert: Principal’s Phone Number]**.

Sincerely,

Principal’s signature