

This parent/guardian letter template is targeted for parents/guardian with students attending a Targeted Support & Improvement (TSI-AT) school.

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

LEA/School letterhead

November, 2024

Dear Parent/Guardian:

I hope the school year has started successfully for all of you. As a parent/guardian of a student in **Insert name of the school**, I am writing this letter to let you know that **Insert name of the school**, has been designated as a Targeted Support & Improvement Additional Targeted Support (TSI-AT) school by the North Carolina State Board of Education. ESSA Section 1111(d)(2) stated that North Carolina had to identify schools for targeted support and improvement. TSI-AT schools in North Carolina are those that have a subgroup that is underperforming. This opportunity intends to improve educational outcomes for all students, close achievement gaps, increase equity, and improve the quality of instruction.

As a TSI-AT school, **Insert the name of the school** is required to develop a comprehensive plan that specifically addresses how the school will improve student achievement. The plan will also include how our district will support us and monitor our school's progress. The comprehensive plan will address the following 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]***

Our students need to experience higher achievement levels, but it will require hard work on the part of staff, students and families. Here are some strategies **Insert name of the school** will be implementing:

- ***[List specifics strategies/action steps]***

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

- Make sure that both you and your student are aware of academic expectations set for your student 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 student.

- Make sure that your student is prepared and attends school each day.
- Monitor your student's homework.
- Monitor the progress your student is making and attend meetings with your student'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***

Sounds like a lot but preparing our students so that they can succeed is not easy and is a group effort. Here are some resources available to help:

- ***Insert school and/or community resources with contact information***
- Graduation requirements: www.ncpublicschools.org/gradrequirements/
- K-12 standards in academic subjects: www.ncpublicschools.org/curriculum/
- State student achievement test results: www.ncpublicschools.org/accountability/
- N.C. School Report Cards: <https://ncreportcards.ondemand.sas.com/src>

We're excited about this school year and are working to make it a success for your student. Already, we have:

- ***[List any quick wins, school fix-ups, or new changes already in progress]***

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