



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

TITLE: Policies and Procedures for Implementing
Public School Choice (PSC)

NUMBER: REF-3855.1

ISSUER: Donnalyn Jaque-Antón, Associate Superintendent
Special Education, Federal and State Education Programs

DATE: August 4, 2008

ROUTING
Principals of At-Risk for PI and
Program Improvement Schools
Local District Superintendents
Local District Administrators of
Instruction
Local District School Support
Directors
Categorical Program Coordinators
Title I Coordinators
School Administrative Assistants

PURPOSE: The purpose of this Reference Guide is to describe the requirements and procedures for implementing the Public School Choice (PSC) program in 2008-2009.

The District is required to offer all students enrolled in a Program Improvement (PI) school the option to transfer to a Non-PI school through the PSC program. District-paid transportation is provided to the Non-PI school. Priority is given to the lowest achieving, low income students if the demand for Choice exceeds funding.

As required by the *No Child Left Behind Act of 2001* (NCLB), the California Department of Education (CDE) annually identifies Title I schools in need of academic improvement, known as Program Improvement schools. A Title I school is identified as a PI school if it does not meet adequate yearly progress (AYP) for two consecutive years, based on annual academic testing.

In addition, CDE also designates Title I schools at-risk of being identified for PI. If the school does not meet AYP targets based on academic testing in Spring 2009, the school will be identified PI in August 2009. The School At-Risk for PI is required to offer parents the option to transfer to a Non-PI school.

Should the School At-Risk for PI not be identified as PI, by law the child will not be eligible for a PSC transfer to a Non-PI school.

**MAJOR
CHANGES:** None

INSTRUCTIONS: Please use the following timeline and attachments to answer questions about the Public School Choice program and share Attachments A and C with parent/community groups.

TIMELINE FOR DISTRICT'S IMPLEMENTATION OF PUBLIC SCHOOL CHOICE

April 2008	Set-aside 20% of the Title I entitlement for PSC and Supplemental Educational Services (SES) for implementation.
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LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

August 2008	Identify PI schools for 2008-2009. Identify Non-PI schools for transfer. Identify 2008-2009 Schools At-Risk for PI. Prepare descriptions of academic achievement of Non-PI schools. Parents receive from the school notification of PI status and availability of PSC with district-paid transportation before the first day of school.
September/October 2008	Collect data based on Norm Day enrollment. Establish lists of eligible and participating PSC students. Schedule presentations by PSC Coordinator to Local Districts CEAC/ELAC to review CHOICES application process and PSC Questions and Answers Brochure (Attachment A).
November 2008	Send CHOICES Brochure (Attachment B) via US Mail to all parents. ECHOICES, an on-line tutorial for parents, is available on website: echoices.lausd.net. Parents can access information on the three parental choice programs. The brochure contains the list of identified Program Improvement Years 1-5 schools. Parents of students enrolled in the identified PI schools have the right to participate in the PSC program or choose from the other District traveling programs. Host CHOICES Informational Faire at UCLA, Ackerman Union (Attachment C).
December 2008	Calculate demand and cost of transportation for all eligible PSC students. Re-allocate unencumbered funds for allowable activities.
December/January 2009	Televise information about CHOICES Brochure on KLCS (Channel 58).
January 2009	Parents submit CHOICES Brochure (PSC applications) to Federal and State Education Programs Branch. Collect and report data about student eligibility and use of transfer option.
February 2009	Process CHOICES brochure applications and send PSC Confirmation Letter (Attachment D) verifying parent's desire to participate in the program.



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

Feb/March 2009	Secure PSC seats at individual meetings with principals in Non-PI schools. Priority is given to the lowest achieving, low income students.
April 2009	Set-aside 20% of the Title I entitlement for PSC and SES for the 2009-2010 school year implementation.
April/May 2009	Send Public School Choice Application - Selection Letter (Attachment E) with academic data (Attachment E pg. 2) of the Non-PI school to parents of eligible students; parents are requested to identify school of choice.
May 2009	Send School of Choice Confirmation Letter (Attachment F) to parents verifying choice of school. Present PSC information at May 2, 2009 LAUSD Parent Summit, Los Angeles Convention Center.
June/July/Aug 2009	Send Authorization of Transportation Letter (Attachment G) identifying the bus route and pick-up location and time.
July/Aug/Sept 2009	Implement PSC program beginning the first day of school.

RELATED RESOURCES:

No Child Left Behind Act of 2001 – Title I Part A, Section 1116

MEM-1141.2, *Space Available Basis Transportation*, August 2, 2006

REF-1067.1, *Court Ordered Integration and Federal Mandated Traveling Students Programs 2006-07*, August 1, 2006

Specially Funded Programs website:

<http://www.lausd.k12.ca.us/lausd/offices/instruct/sfp/>

ASSISTANCE:

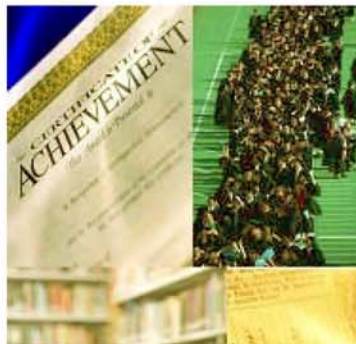
For assistance and information, contact Debbie Ernst or Carolyn Williams-Marshall at (213) 241-6990.



Los Angeles Unified School District
Federal and State Education Programs Branch
333 S. Beaudry Avenue, 16th Floor
Los Angeles, CA 90017
Phone: (213) 241-6990
Fax: (213) 241-8032

Website:
<http://www.lausd.k12.ca.us/lausd/offices/instruct/sfp/>

July 2008



Title I and Public School Choice



What are Title I* and Public School Choice?

The Title I Public School Choice (PSC) program must offer all students enrolled in a Program Improvement (PI) school the option to transfer to a Non-Program Improvement school that meets the state academic standards.



Title I schools must make Adequate Yearly Progress (AYP).

A school makes AYP if it meets state academic standards each year in the areas of English/ Language Arts and Math, Academic Performance Index (API), graduation rate for high schools and 95% of the students enrolled in the school participate in the assessment process.

If a school doesn't make AYP for two years in a row, the school is rated "in need of improvement" and is required to:

- offer options for your child of other public schools that are not identified "in need of improvement"
- provide paid transportation to a Non-PI school.

If the demand for Choice exceeds funding, priority will be given to lowest achieving, low-income students.

* Title I is a program that serves at-risk student in Title I schools from low-income families based on free and reduced lunch applications and/or CalWorks. In this folder, "Title I" is short for "Title I, Part A of the Elementary and Secondary Education Act of 1965, Reauthorized by the No Child Left Behind Act of 2001."

If your child's school is rated "in need of improvement," the school must notify you about its AYP and about other school choices.

The school may also give you other information.

This includes:

- a plan for how the current school will make improvements
- who can answer any questions you may have
- information about the other schools' academic performance and overall quality.

All information should be clear.

The school must send you information in:

- an easy-to-understand form, such as a letter
- a language you can understand.



You should be informed about your child's transfer options before the new school year begins.

If you are thinking about a transfer for your child, here are some things to consider.

Understand your options.

Academic data will be provided to help you make a decision before you choose the school of choice. Federal and State Education Programs Branch will provide the schools of choice.

Additionally, a charter school may be an option. A charter school is started and run by parents, educators, community groups or private organizations.

Know your child's needs.

If you choose the option to transfer, students shall be enrolled in classes and other activities in the same manner as all other children at the Non-PI school.

If your child is receiving special education services per an Individualized Education Program (IEP), the Division of Special Education will assist in making the PSC program assignment.



Remember, you don't have to transfer your child. You may decide that keeping him or her in the current school is the best choice.

More questions and answers

About Public School Choice

Who will provide transportation to the Non-PI school?

The District will provide paid-transportation to the Non-PI school.



How long can my child stay in the Non-PI school?

Until he or she completes the highest grade in that school.

What if my child transfers and the original school is no longer considered in need of improvement?

Your child may continue to attend the Non-PI school, but the district will no longer provide transportation.

What if the school my child attends is designated as a School At-Risk for PI?

Your child is eligible to apply for PSC because the school did not meet its AYP targets based on academic testing this school year and may be identified PI in August of this school year. The law requires Districts to offer PSC prior to the first day of school.

What if my child is enrolled in a school listed as At-Risk for PI and the school does not become PI?

Your child may immediately return to the Non-PI resident school or your child may transfer to the PSC school. District-paid transportation will end in June of the current school year.

If I take advantage of PSC, will my child be eligible for free Supplemental Educational Services (SES)?

If your child participates in the PSC program, your child will no longer be eligible for SES.



How do I apply for PSC?

In November, all students in the District receive the CHOICES brochure by U.S. mail. The brochure contains a list of currently identified PI Years 1 – 5 schools and a list of schools at risk for PI.

***CHOICES brochure
(PSC applications)
are due in January.***



To learn more about Title I, AYP and Public School Choice,

contact the principal at your child's school or Federal and State Education Programs Branch. Also, visit these government websites:

- U.S. Department of Education
www.ed.gov
- No Child Left Behind
www.nochildleftbehind.gov
- California Department of Education
<http://ayp.cde.ca.gov/reports.asp>

Los Angeles Unified School District
Office of Student Integration Services

2008-2009 CHOICES



**OFFICIAL MAGNET,
PERMITS WITH
TRANSPORTATION (PWT),
AND PUBLIC SCHOOL
CHOICE (PSC)
APPLICATION**

PLEASE OPEN AT ONCE.

**APPLICATION DEADLINE:
FRIDAY, JANUARY 11, 2008
at 5:00 P.M.**

**Submit an original application only,
no copies will be accepted.**

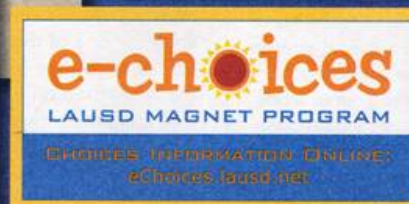
- Complete the enclosed application **ONLY** if interested in your child participating in the Magnet, PWT, or Public School Choice program, or if you wish to change from one Magnet to another.
- Applicants **MUST** be residents of the Los Angeles Unified School District (LAUSD) at the time of application and while participating in an LAUSD Magnet, PWT or Public School Choice program.

CHOICES is prepared by the Office of Student Integration Services, Los Angeles Unified School District, 333 South Beaudry Avenue, 16th Floor, Los Angeles, CA 90017.

BOARD OF EDUCATION:
Mónica García (President), Yolie Flores Aguilar, Marlene Canter, Tamar Galatzan, Julie Korenstein, Marguerite Poindexter LaMotte and Richard Vladovic.

ADMINISTRATIVE STAFF:
David L. Brewer III, Superintendent of Schools, Sharon L. Curry, Assistant Superintendent, Office of Student Integration Services. 09/07

THE OFFICE OF STUDENT INTEGRATION SERVICES WILL BE CLOSED FROM DECEMBER 24, 2007 TO JANUARY 1, 2008.



CHOICES INFORMATIONAL FAIRE for Parents and Students

Saturday, December 8, 2007 • 9:00 a.m. until 1:00 p.m. • University of California, Los Angeles (UCLA) • FREE Admission

LOS ANGELES UNIFIED SCHOOL DISTRICT

Office of Student Integration Services
and
Federal and State Education Programs Branch



Present

Free!

CHOICES
INFORMATIONAL
FAIRE

Free!

FOR PARENTS AND STUDENTS

LOCATION

University of California , Los Angeles
Ackerman Union
308 Westwood Plaza
Los Angeles, CA 90024
Saturday, November 1, 2008
9:00 a.m. – 1:00 p.m.

RECEIVE INFORMATION ABOUT

- Magnet Programs •Public School Choice (PSC)
- Gifted/High Ability/Highly Gifted Magnets
- Permits With Transportation (PWT) Program

For more information contact:

Office of Student Integration Services: (213) 241-6532
Federal and State Education Programs Branch: (213) 241-6990



Los Angeles Unified School District

**Federal and State Education Programs Branch
Public School Choice Application - Confirmation Letter**

February 6, 2008

Reference Number:

Parent/Guardian of

School Now Attending:
Grade 2007-2008:

Dear Parent/Guardian:

This letter is to inform you that your child's Public School Choice (PSC) Program application has been received. In May 2008, you will receive additional written information about the PSC options for your child. Upon receipt of the letter, please select a school as an option and return the letter by the stated deadline to continue in the Public School Choice process.

The Public School Choice program is administered in accordance with the federal *No Child Left Behind Act*. This program is available only to students enrolled in a Program Improvement school. Priority must be given to the "lowest achieving children from low-income families". School bus transportation is provided to the receiving school from a site at or near your current resident school.

The Public School Choice program will operate in accordance with the federal law and the District's established policies and guidelines applicable to all students enrolled in the Los Angeles Unified School District schools.

No errors were found in your child's application. Your child's application will continue in the selection process.

If you have questions regarding this letter, call the Specially Funded Programs Office at (213) 241-6990. When contacting District offices, please use the Reference Number in the upper right corner of this letter. **It is important that parents retain this letter as an official record for future reference.**

Sincerely,

A handwritten signature in black ink that reads "Donnalyn E. Jaque-Antón".

Donnalyn Jaque-Antón, Associate Superintendent
Special Education, Federal & State Education Programs

Parent Copy - Please retain.



Los Angeles Unified School District

Please return this copy to the District with choice. Your signature is required in the space below.

**Federal and State Education Programs Branch
Public School Choice Application- Selection Letter**

Reference Number:

April 25, 2008

Date of Birth:
School Now Attending:
Grade Next Year 2008-2009:

Parent/Guardian of

Dear Parent/Guardian:

The *No Child Left Behind Act of 2001 (NCLB)* mandates parents of students enrolled in Program Improvement (PI) schools be given the option to transfer from a PI school to a Non-Program Improvement school through the Public School Choice (PSC) program. The program provides a choice of two schools identified by the District.

In returning your CHOICES brochure application, you chose to participate in the PSC program beginning in the 2008-2009 school year. PSC placement will remain in effect as long as the Non-Program Improvement school does not enter PI status. Following district guidelines, school bus transportation will be provided to the receiving school from a site at or near your current resident school. If the resident school exits PI, the student has the right to remain until the highest grade without District-paid transportation.

Students attending a PI school in Years 2-5 who exercise the right to transfer will no longer be eligible for Supplemental Education Services (SES) in the 2008-2009 school year.

Please see the attached report for academic achievement data for each school of choice. In addition, you may access achievement data sorted by student groups (English language learners, students with disabilities and Title I) by going to www.lausd.net (school's performance indicators), <http://ayp.cde.ca.gov/reports.asp>, or you may call this office and the information will be mailed to you.

Please return this letter by Tuesday, May 13, 2008 to continue in the process. If you select one of the schools below, a PSC confirmation letter will be mailed to you the end of May 2008.

Please place an "X" in the box next to your option:	
☐ REVERE MS (8356) (Single Track) 1450 ALLENFORD AVE LOS ANGELES, CA 90049	Tel: (310) 917-4800
☐ HALE MS (8169) (Single Track) 23830 CALIFA ST WOODLAND HILLS, CA 91367	Tel: (818) 313-7400
☐ I do not wish to participate in the PSC program for the 2008-2009 school year.	

RETURN YOUR CHOICE OF PSC SCHOOL **BY 5:00 PM, TUESDAY, MAY 13, 2008 TO:**

**Specially Funded Programs Branch
333 S Beaudry Ave, 16th Floor
Los Angeles, CA 90017**

If you have questions regarding this letter, call the Specially Funded Programs Office at (213) 241-6990. When contacting District offices, please use the Reference Number in the upper right corner of this letter.

Sincerely,

Handwritten signature of Donnalyn Jaque-Antón.

Donnalyn Jaque-Antón, Associate Superintendent
Special Education, Federal & State Education Programs

Parent or Legal Guardian Signature

Date

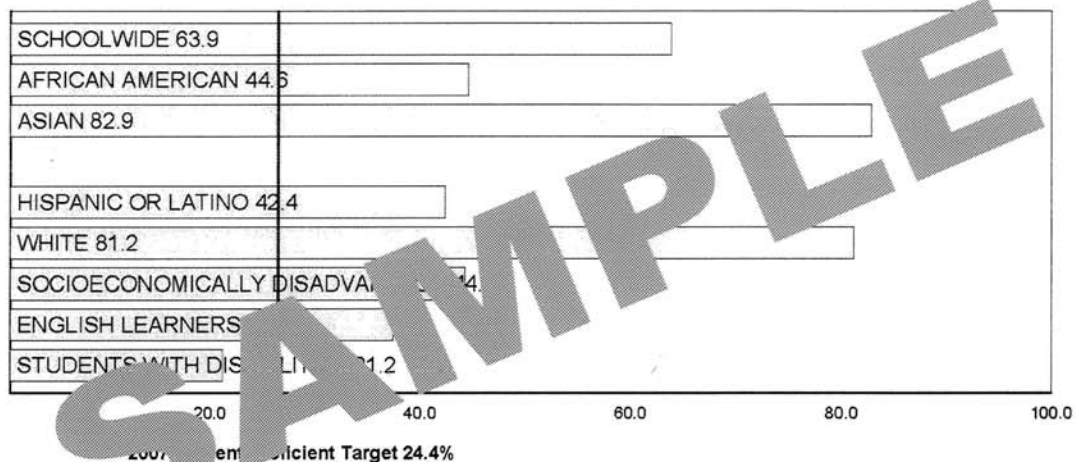
District Copy - Please return.



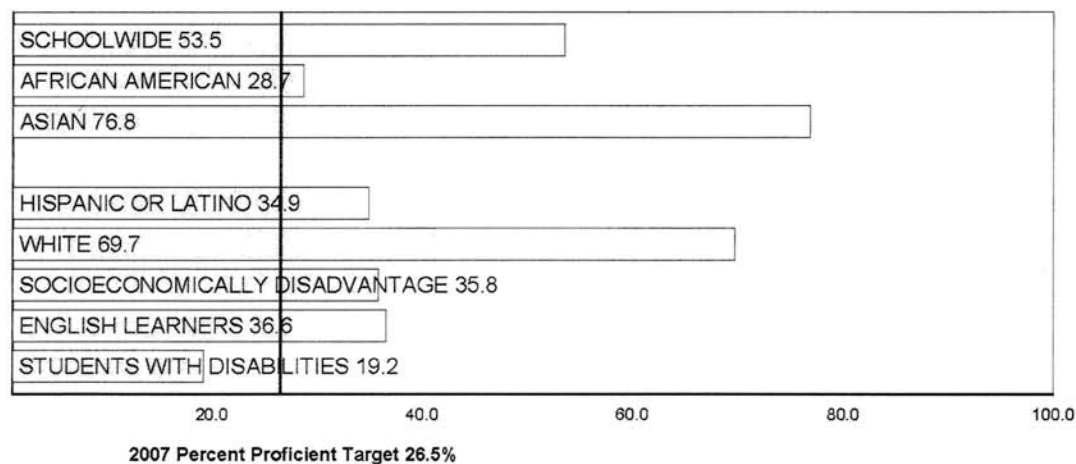
LOS ANGELES UNIFIED SCHOOL DISTRICT
Federal and State Education Programs Branch

2007 AYP Summary		
Made AYP:	No	
	English Language Arts	Math
Participation Rate:	Yes	Yes
Percent Proficient:	No	Yes
Academic Performance Index (API):	Yes	
Graduation Rate:	N/A	

English Language Arts - Percent At or Above Proficient



Mathematics - Percent At or Above Proficient





Los Angeles Unified School District

**Federal and State Education Programs Branch
Public School Choice Application
School of Choice Confirmation Letter**

Reference Number:

PSC Selection School for 2008-2009:

May 22, 2008

Parent/Guardian of

**Grade Next Year 2008-2009:
School Now Attending**

Dear Parent/Guardian:

Based on your choice from the Selection Letter, a seat for your child has been reserved at the school listed above for the 2008-2009 school year for the Public School Choice (PSC) program. Please call the school you have chosen (phone number listed above) **immediately** to confirm your intention to enroll your child and to request information on orientation and enrollment. When you go to the school for orientation/enrollment bring this letter with you. **Please confirm with the Non-Program Improvement (PI) school identified above, the date school will begin for the 2008-2009 school year.**

Transportation information will be mailed to you before school begins. If you have questions regarding transportation, please call the transportation office at (800) 522-8737.

If you decide not to enroll at the Public School Choice Non-Program Improvement school, it is important to call (213) 241-6990 **immediately** to notify this office of your decision.

The Public School Choice program will operate in accordance with the federal law and the District's established guidelines applicable to all students enrolled in Los Angeles Unified School District schools. Your child has a right to be enrolled in the PSC school through the highest grade and District transportation will remain in effect, as long as the PSC school does not enter Program Improvement status.

If you have questions regarding this letter, please call the Specially Funded Programs office at (213) 241-6990. When contacting District offices, please use the Reference Number in the upper right corner of this letter. **It is important that parents retain this letter as an official record for future reference.**

Sincerely,

A handwritten signature in black ink, reading "Donnalyn J. Jaque-Antón".

Donnalyn Jaque-Antón, Associate Superintendent
Special Education, Federal & State Education Programs

Parent Copy - Please retain



LOS ANGELES UNIFIED SCHOOL DISTRICT
BUSINESS SERVICES DIVISION - TRANSPORTATION BRANCH

NOTIFICATION OF STUDENT TRANSPORTATION SCHEDULE
2008 - 2009 SCHOOL YEAR

June 22, 2008

Reference Number:

Parent/Guardian of

School:

Starting Date: July 01, 2008

Dear Parent or Guardian:

We are pleased to provide you with the following transportation information for your child for the 2008 - 2009 school year. Your child is assigned to route 2137. Please refer to this route number when making inquiries. Please note that this route number may change during the school year.

Pick-up Location: ON THE SOUTHEAST CORNER OF COMPTON AV AND 55TH ST
Time: 6:49 A.M.

Return Location: ON THE SOUTHEAST CORNER OF COMPTON AV AND 55TH ST
Time: BETWEEN 3:35 P.M. AND 3:50 P.M.

Please make sure your child is at the pick-up location five minutes before the stated morning departure time. Actual return time may vary due to school-determined dismissal times, traffic and weather conditions.

Magnet program routes and pick-up locations are established and will not be changed.

For more information, call the Area Bus Supervisor: MARY WOOD Tel.No. (323) 266-5469
or the Transportation Branch at 1-800- LA BUSES (1-800-522-8737), between 7:00 a.m. and 5:00 p.m., Monday through Friday.

We thank you for your participation and wish you a successful year.

Sincerely,

A handwritten signature in cursive script, appearing to read "Enrique Boull't".

Enrique Boull't, Director
Transportation Branch