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## New York Mills Union Free School District

### Procedures for Parent Notification of School Choice

According to the FAQ for 2016-17 Accountability Designations/Frequently Asked Questions (FAQ)/Intervention Requirements for all Focus Districts: Focus Districts, Focus Schools and Priority Schools, – “...all Title I schools designated as Priority or Focus Schools, except for public charter schools, are required to offer Public School Choice (PSC). Districts must provide all enrolled students in these schools with the option to transfer to another public school within the district that is not a Priority or Focus School. Parents must be notified of the PSC options available no later than 14 days before the start of the 2016-17 school year.

The following procedures were followed to inform parents of Public School Choice at New York Mills Union Free School District:

- A) July/August 2016 – Administration/Title I Staff/DCIP Leadership Team members review ESEA requirements for PSC and craft Parent Notification of School Choice Letter
- B) August 22, 2016 – Electronic copy of PSC parent notification letter e-mailed to all K-12 parents that receive e-mail (as designated in our SchoolTool Student Management System)
- C) August 23, 2016 – Hard copy of PSC parent notification letter mailed via U.S. Postal Service to all K-12 parents that receive do not receive e-mail (as designated in our School Tool Student Management System), electronic copy also sent to all faculty and staff members
- D) August 24, 2016 – PDF of PSC parent notification letter posted on School District website under Focus District heading, publicly accessible to all parents and community members
- E) August 25 – Electronic, and/or hard copy of PSC parent notification letter distributed to all Board of Education members