



EMPOWERING ALL STUDENTS

Learners Today - Leaders Tomorrow

May 5, 2022

Mr. James Litchfield
560 Tamarisk Ln..
Crystal Lake, IL. 60014

Mr. Litchfield:

On April 11, 2022, the District received an email request pursuant to the Freedom of Information Act (FOIA) seeking records from Crystal Lake Elementary District 47 ("District"). In your FOIA you requested the following:

- Standards/Metrics/Testing/Criteria used to identify elementary students for Title I & Title III Summer School Program.
- Email Communication between K. Reinhardt and Amy Hensley regarding my daughter (name redacted) qualifying for Title I and Title III summer school or being put on the registration wait list
- Curriculum Map/Plan/Scope & Sequence for Title I, Title II summer school for 2022 for reading support for first grader moving to second grade.

The information for question one has been provided below. After a search of the items requested for question two, no records exist regarding this request. With regards to question three of your request, the School District does not have specific records that include the information you requested. Providing this information would require the School District to create a record. The FOIA specifically provides that a public body is not obligated to prepare a public record for the purpose of responding to a FOIA request 5 ILCS 140/1. The FOIA only requires that a public body provide existing non-exempt records in response to requests.

To the extent you consider this response a denial to your request; you have the right to have the denial reviewed by the Public Access Counselor (PAC) at the Office of the Illinois Attorney General. 5 ILCS 140/9.5(a). You can file your Request for Review with the PAC by writing to: Public Access Counselor,

300 Commerce Dr. Crystal Lake, IL 60014 815.788.5000

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Office of the Attorney General, 500 South 2nd Street Springfield, Illinois 62706, Fax: 217-782-1396 or email public.access@ilag. If you choose to file a Request for Review with the PAC, you must do so within 60 calendar days after the date of the denial letter. 5 ILCS 140/9.5(a) and include your original request.

The information provided fulfills our obligation to your FOIA request. If you have any questions, please feel free to contact me 815-788-5000.

Sincerely,



Clare F. Bourne
Freedom of Information Officer
Crystal Lake School District 47

Process for Recommending Students (Title I and Title III)

Good afternoon,

Karla Reinhardt and Amy Hensley are thrilled to be the administrators for the 2022 Title 1 and Title 3 Summer Programming! During the school year, Karla serves as the assistant principal and Amy serves as the social worker together at Glacier Ridge. We are excited to begin the process of identifying students in Title I buildings as well as all current English Learners in grades kindergarten through fourth, that are eligible to attend summer programs per the criteria below. When recommending a student, please consider performance on FastBridge and/or NWEA MAP, classroom performance, and teacher/specialists input.

The process for registering students is provided below:

1. Teachers at each grade level will determine who would benefit from attending. There will be 10 priority students and 5 secondary.
 - **Dual Language students** may be recommended for the Title I learning summer school program. **Mono-lingual learners attending any of the schools receiving Title I funds** may also be recommended for the Title I learning summer school program. Teachers should prioritize their recommendations on the appropriate spreadsheet below:
 - i. Canterbury Title I
 - ii. Coventry Title I
 - iii. North Title I
 - **All other active EL students (not in Dual)** who meet the summer school criteria below, can be recommended for the Title III learning summer school program (see item 2).
2. Recommend 7-10 students per grade level for the Title III summer school program. These students are enrolled in mono-lingual, but receive EL support or services.



Please use the following criteria when recommending students for the Title III learning summer school program:

- EL qualified and will not likely exit according to the ACCESS test taken in 2022.
- Currently at least two grade levels or reading levels below benchmark in reading and writing in either the language of instruction and/or very low in English, and you do not expect the student to reach the benchmark by the end of May.
- Low oral language proficiency in English.

Click on your school below and add the students you are recommending to the spreadsheet.

- Canterbury Title III (not in Dual Language program; recommendation of EL Resource Teachers)

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- Coventry Title III (not in Dual Language program; recommendation of EL Resource Teachers)
- Glacier Ridge Title III
- Husmann Title III
- Indian Prairie Title III
- North Title III (not in Dual Language program; recommendation of EL Resource Teachers)
- South Title III
- West Title III
- Woods Creek Title III

3. Please enter your student data by Friday, April 8th onto the spreadsheets above.

4. On Monday, April 11th we will be sharing the invitation below to families to register

[2022 Title I & Title III Summer Programs Invitation](#) (provided below)

We look forward to hearing from you soon.

Sincerely,

Karla Reinhardt

Amy Hensley



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**Title I & Title III Summer School Program
Invitation and Registration**

June 6th - June 30th, 2022

Dear Parents/Guardians,

We are excited to invite your child to attend Crystal Lake District 47's Title I & Title III Summer School Program. Students entering grades 1-5 in the fall of 2022 were selected for our summer school program based on their FastBridge and/or NWEA MAP reading and math scores, classroom performance, and/or teacher input. Title I & Title III summer school programs are free to all eligible students. Our goal is to provide additional learning opportunities for our students in reading, writing and math, in order to support academic success. Title I & Title III grant funding supports our ability to provide instructional supplies, materials, and staffing, for this wonderful program.

Where: Glacier Ridge Elementary School

When: Monday-Thursday

June 6th- 9th

June 13th- June 16th

No school on Mon., June 20th. Students will attend Tues, June 21st- Fri, June 24th

June 27th - June 30th

Time: 8:00AM - 12:00PM

Transportation will **only** be provided for those that live beyond 1.5 miles from Glacier Ridge Elementary

If you are interested in your child attending Title I & Title III Summer School Programs, please complete the registration form linked below **by Monday, April 18th, 2022.**

REGISTRATION LINK (English)

REGISTRATION LINK (Spanish)

We hope that your child will attend this exciting program! Should you have any questions please don't hesitate to reach out to Karla or Amy at Glacier Ridge at (815) 444 - 4850 or email at kreinhardt@d47.org or ajhensley@d47.org.

Sincerely,

Karla Reinhardt

Amy Hensley

Summer School Program Administrators

300 Commerce Dr. Crystal Lake, IL 60014 815.788.5000

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**REQUEST FOR ACCESS TO PUBLIC RECORDS
PURSUANT TO THE FREEDOM OF INFORMATION ACT (5ILCS 140)**

Date of Request: 04/28/2022

FOIA Record # _____

Name: James Litchfield

Organization: Taxpayer + Parent

Address: 560 Tamarisk Lane

Phone Number: (815) 323-0400

Crystal Lake, IL

email: jitchfi@yahoo.com → please send FOIA results here; thank you

J J, James Litchfield
4/28/2022

I HEREBY REQUEST ACCESS TO THE FOLLOWING RECORDS:

1. Standards/Metrics/Testing/Criteria used to identify elementary students for Title I + Title III Summer School program. Records from (but not limited to) Curriculum, Instruction, and Assessment decisions, East Bridge Percentile data, AIMS data, student grades and teacher input.
2. email Communications between Korla Reinhardt and Amy Hensley regarding my email jitchfi@yahoo.com, and my daughter Vivienne Litchfield (55310) qualifying for Title I and Title III Summer School or being put on the registration wait list.

Within 5 business days of the District receiving your request, you are entitled to a response, or notice that the district is in need of addition processing time (not to exceed an additional 5 business days). When our response is complete, we will contact you.

3. Curriculum Map/Plan/Scope + Sequence for Title I + Title III Summer School for 2022 for reading support for 1st grade moving on to 2nd grade.

Fees will apply after the initial limited amount of black and white copies are provided. Actual cost of color or abnormal size copies will apply.

FOR OFFICE USE ONLY:

The District's response and records were accessed by: In House Inspection Pick-up Mail Fax Email

Date: _____ Time: _____

AMT REC'D: _____ Check# _____ Cash _____

FOIA Officer: _____

Witness: _____



Crystal Lake Community Consolidated School District 47
300 Commerce Drive, Crystal Lake, IL. 60014
Phone: 815-459-6070 Fax: 815-479-8566

