



STATE OF CONNECTICUT

STATE DEPARTMENT OF EDUCATION



Series 2003-04

Circular Letter: C – 17

TO: Superintendents of Schools

FROM: Betty J. Sternberg
Commissioner of Education

DATE: January 15, 2004

SUBJECT: Reminder of No Child Left Behind (NCLB) District and School Responsibilities

To assist Title I and Non-Title I districts with meeting the various requirements of NCLB, we have developed the timeline detailed below. We believe that if you follow this timeline, you should have no problem in complying with the various requirements of NCLB.

As a reminder, districts that accept Title I dollars are required to comply with NCLB rules and regulations. Because Connecticut as a state receives Title I money, **all** districts regardless of Title I status must comply with the specific regulations detailed below.

Connecticut was recently reviewed by the United States Department of Education Title I audit team, and they indicated that the State Department of Education has the responsibility of assuring the compliance of districts and schools with the implementation of NCLB. It is with this intent that we offer the timeline below.

<u>Requirement</u>	<u>When</u>	<u>Who</u>
<input type="checkbox"/> Ensure that only "highly qualified" teachers are hired in core academic areas ¹	2002-03 and each year thereafter	<ul style="list-style-type: none"> • All core teachers in Title I Schoolwide Programs • Core teachers paid by Title I funds in Targeted Assistance Programs
<input type="checkbox"/> Increase the percentage of highly qualified teachers in core academic areas (100% "highly qualified" by 2005-06)	Annually, based on June staff file analysis	All districts regardless of Title I funding
<input type="checkbox"/> Notify all parents in writing of the following: <ul style="list-style-type: none"> • They can request information about qualifications of their child's teachers 	<ul style="list-style-type: none"> • Beginning of each school year 	<ul style="list-style-type: none"> • Title I Schools

¹ The core academic subjects are English, mathematics, reading/language arts, sciences, world languages, arts (including music), history, geography, civics and government, and economics.

<u>Requirement</u>	<u>When</u>	<u>Who</u>
<ul style="list-style-type: none"> • When they request the qualifications of their child's teachers 	<ul style="list-style-type: none"> • In a timely manner 	<ul style="list-style-type: none"> • Title I Schools
<ul style="list-style-type: none"> • When their child is taught by a core teacher who is not "highly qualified" 	<ul style="list-style-type: none"> • Beginning of school year and ongoing 	<ul style="list-style-type: none"> • Title I Schools
<ul style="list-style-type: none"> • When their child has been taught for more than 4 weeks by a core teacher who is not "highly qualified" 	<ul style="list-style-type: none"> • Ongoing 	<ul style="list-style-type: none"> • Title I Schools
<input type="checkbox"/> Disseminate NCLB district and school reports to parents in all schools, within a district receiving Title I funds	Upon receipt of NCLB reports from the Department	Title I Districts
<input type="checkbox"/> Ensure that only paraprofessionals are hired who meet NCLB requirements: High School Diploma and Two years of College Credit or Associate of Arts Degree or Pass Paraprofessional Test	January 8, 2002, and thereafter	<ul style="list-style-type: none"> • All paraprofessionals providing instructional assistance in Title I Schoolwide Programs • Paraprofessionals providing instructional assistance paid for by Title I funds in Targeted Assistance Programs
<input type="checkbox"/> Statement of Assurance: compliance with highly qualified teachers and paraprofessionals requirements to be on file in principal's office and in district office	2002-03 and annually thereafter	Title I Schools
<input type="checkbox"/> Identification of English Language Learners (ELL)	October 1 each year ²	All districts regardless of Title I funding status
<input type="checkbox"/> Annual assessment of ELL students	No later than May each year	All districts regardless of Title I funding status

² State regulations require identification of students new to the district by October 1 each year.

<u>Requirement</u>	<u>When</u>	<u>Who</u>
<input type="checkbox"/> Demonstration of increase in English proficiency and students meeting the English Mastery Standard	Annually, based on assessment results	All districts regardless of Title I funding status
<input type="checkbox"/> District Parental Involvement Plan adopted by local board	November 2003	Title I Districts
<input type="checkbox"/> School Parental Involvement Plan (board adoption not required)	March 2004	Title I Schools
<input type="checkbox"/> Provide student records and transcripts including suspension and expulsion information to receiving districts of transferring students	No later than 10 days following transfer notification ³	All districts regardless of Title I funding status

For more detailed information on these requirements, please refer to 2003-04 Circular Letter C-10 on the Connecticut State Department of Education website, www.state.ct.us/sde. If you have any questions, please contact Dr. Abigail L. Hughes at (860) 713-6800 or abigail.hughes@po.state.ct.us.

³ Connecticut statutory requirement.