*Example Parent Letter*

[DATE]

To the Parent(s)/Guardian(s) of [CHILD’S NAME]

Dear Parent/Guardian:

There is no mission more critical than providing children access to the best education possible. In accordance with Louisiana’s Public School Choice Policy and [Act 853](http://www.legis.la.gov/legis/ViewDocument.aspx?d=916129) of the 2014 legislative session, this letter is to inform you that your child is enrolled at a public school that has earned a grade of D or F. Because of this designation, your child is eligible to transfer to a higher performing school in or out of our district, where capacity exists. If you elect to take advantage of this school transfer opportunity within our district, transportation will be provided for your child.

You may choose one of the following schools for your child to attend. On the enclosed Choice Request Form, please place a number 1 next to your preferred choice, number 2 next to your second choice, and so forth.

* [School Name, Letter Grade, School Performance Score (out of 150)]
* [School Name, Letter Grade, School Performance Score (out of 150)]
* [School Name, Letter Grade, School Performance Score (out of 150)]

It is possible that your child will not be accepted into your first choice because enrollment is subject to availability. In the event that this occurs, your child will be placed at the highest ranked, preferenced school where there is capacity.

If you choose to send your child to a higher performing school, please complete the enclosed Choice Request Form and return it to the \_\_\_\_ Parish School District Enrollment Office by [TIME, DATE]. All request forms must be received at the following address:

**[Address]**

We will send official notification of your child’s school placement no later than [DATE]. All transfer paperwork must be completed by [TIME, DATE]. If transfer paperwork is completed after [DATE], a transfer will not be granted.

If you have any questions about your options under the state’s Public School Choice Policy, please contact [NAME] at [PHONE NUMBER, EMAIL ADDRESS].

Sincerely,

[SUPERINTENDENT NAME]