

Parent Contact Made to Keep Senior Parents Informed

May 2007

- Attempted to call each student in for Exit test scores. Gave student scores and a study guide if needed.
- Mailed test results to parents
- Attempted to make phone contact with parents of students who did not pass

July 2007

- Attempted to call each student to remind them of the test
- Attempted to call parents to remind them of the test
- Attempted to call the student the day of the test if they were not present
- Attempted to call the parent the day of the test if their child was not present

August 2007

- Attempted to call parents when preliminary TAKS scores came in
- Made parent contact registration – TAKS acknowledgement letter
- July TAKS results were mailed to parents with additional information

September 2007

- Letters were mailed out with TAKS information
- Sent Letters to parents about TAKS acknowledgement letters and conferences
- Appointments set up to talk to parents that had not signed TAKS acknowledgement
- Called students in to update contact information as needed
- Students call in again and given TAKS acknowledgment letter to take home for their parents to sign for those parents who had not yet signed and were unavailable to meet

October 2007

- Visits made to the home of business of the parents who had not signed an acknowledgement or responded to the letter mailed home about a parent conference and could not be reached by phone.
- Called Out of School (OOS) testers with test and tutorial information
- Mailed letters to the parents of the OOS testers with test and tutorial information
- Called students the day of the test if they were not present
- Sent someone to the home of students who could not be reached by phone the day of the test.

November 2007

- Students notified that TAKS preliminary results were available
- TAKS results were mailed home to parents with TAKS retest dates for those that failed and a congratulations letter to those that passed.

- Mock Graduation for all seniors (information about whether or not they are on track to graduate which included attendance, TAKS testing info, grades, and credits.
- Attempted to call parents of students who did not return Mock graduation forms with a parent signature. Discussed credits, attendance, and TAKS scores.

December 2007

- Students who had failing grades for the 1st, 2nd, or 3rd six weeks were sent a letter of concern giving them information about failing grades and ideas on how to bring up their grades such as attending tutorials, be present in class, study, do homework and class work in a timely manner, keep a good attitude in class which includes controlling your behavior.

January 2008

- Students credits were reviewed to make sure they were in the correct classes for graduation
- Learning Resource Center Credit Recovery Forms were issued to students who still needed to recover failing grades.

February 2008

- Parent-Staff conference forms were mailed home to every senior to let parents know if their child was on track for graduation. A request for the parent to call and set up a conference was included in the letter. Mr. Seals and Mrs. Frost will be meeting with senior parents to discuss graduation requirements.
- Letters will be mailed out to OOS testers as well as seniors who have not passed all of their Exit Level TAKS to give parents test dates and inform them of tutorials. This will be the second letter for the March testing information. The first one was mailed before Christmas with TAKS results and re-test information.

March 2008

- A second Mock graduation will take place to again let students know if they are on track for graduation.
- The parents of students who do not return the Mock Graduation forms signed and are not on track to graduate will be contacted.

Steps taken to keep senior parents informed:

In August, around the 8th of the month, I began calling parents when the preliminary TAKS scores came in. I attempted to reach all the parents. This is what I told them.

Registration:

At registration this year, seniors were given a copy of their test scores. If they failed their parents were asked to read over and sign an acknowledgement statement that stated the following:

TAKS Acknowledgement

I acknowledge that I have received my son/daughter's TAKS scores. I understand that my daughter/son may **NOT** graduate unless they have passed **all four sections** (English, Math, Science, and Social Studies) of the Exit Level TAKS test and have met all other graduation requirements set by Texas Education Agency and/or Beeville Independent School District.

Parent/Guardian Signature

Date

Parent/Guardian Printed Name

Student Name and Id#

On September 13, 2007 additional letters were sent out requesting a parent conference to discuss graduation requirements. If they had already signed a TAKS acknowledgement at registration the letter stated:

September 12, 2007

Dear Parent and/or Guardian of _____,

At registration in August 2007 you signed a TAKS acknowledgement statement which stated:

I acknowledge that I have received my son/daughter's TAKS scores. I understand that my daughter/son may **NOT** graduate unless they have passed **all four sections** (English, Math, Science, and Social Studies) of the Exit Level TAKS test and have met all other graduation requirements set by Texas Education Agency and/or Beeville Independent School District.

Your son/daughter will have three more opportunities to pass the TAKS Test before the graduation date of May 30, 2008.

The dates for the tests are as follows:

October 23, 2008	TAKS Exit (ELA retest)
October 24, 2008	TAKS Exit (Math retest)
October 25, 2008	TAKS Exit (Science retest)
October 26, 2008	TAKS Exit (Social Studies retest)
March 4, 2008	TAKS Exit (ELA retest)
March 5, 2008	TAKS Exit (Math retest)
March 6, 2008	TAKS Exit (Science retest)
March 7, 2008	TAKS Exit (Social Studies retest)
April 29, 2008	TAKS Exit (ELA retest)
April 30, 2008	TAKS Exit (Math retest)
May 1, 2008	TAKS Exit (Science retest)
May 2, 2008	TAKS Exit (Social Studies retest)

If you have any questions or concerns, I am available for a parent conference. I would like to meet with you at your convenience to discuss your daughter's/son's graduation needs.

Please call the counseling office's secretary Mrs. Kneten to set up an appointment at **361-362-6000 ext. 211.**

I look forward to meeting with you.

Sincerely,
Marilyn Frost
Senior Counselor
A.C. Jones High School

If they had not signed a TAKS acknowledgement they were sent the following letter along with TAKS scores and a parent information letter:

September 12, 2007

Dear Parent and/or Guardian of _____,

Within this paperwork I am sending there is a TAKS acknowledgement letter I am requesting you sign and return to me along with a copy of your child's TAKS scores (you can bring the letter when we have the parent conference listed below). The letter states: I acknowledge that I have received my son/daughter's TAKS scores. I understand that my daughter/son may **NOT** graduate unless they have passed **all four sections** (English, Math, Science, and Social Studies) of the Exit Level TAKS test and have met all other graduation requirements set by Texas Education Agency and/or Beeville Independent School District.

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Senior Counselor
A.C. Jones High School

After these letters were mailed home, if I did not hear back from the parent I made attempts to contact them by phone to set up a parent conference to discuss their scores and graduation requirements. If these letters were returned to sender or if phone numbers were disconnected, I called the student in to see if there was an updated phone number and address to reach the parents. If I was still unable to reach the parents, I called the student in and sent a TAKS acknowledgement home with the student. Some of them were given this acknowledgement more than one time to take home and bring back. To date, there are four students that have not brought back the form.

Before the October TAKS test I called to remind all the Out of School testers of the dates. Also, I sent a letter dated August 22, 2007. In this letter there were given a copy of their July TAKS scores, a parent information letter sent by the state, a school calendar with the testing dates highlighted, and my business card. They were also called and notified about tutorials. They were reminded at least three different times. Many could not be reached and many had moved out of state.

The letter sent to the OOS testers dated September 6, 2007 stated:
September 6, 2007

Dear _____ and Parents,

As promised, here is some information for you about the tutorials for the EXIT Level re-test you will be taking in October. Also, your study guides are in, you may pick them up at the A.C. Jones High School Counseling Office between the hours of 8:00 a.m. and 4:00 p.m. Monday- Friday.

I encourage you to use the valuable resources so you can prepare to CONQUER the TAKS test!!!

I have faith in you and know you can do anything you put your mind to. If I can be of further assistance please feel free to call me anytime.

Marilyn Frost (formerly Bolton)
1902 N. Adams
Beeville, TX 78102
361-362-6000 EXT. 217

Also, to keep students and parents informed, we hold 2 Mock Graduations: The first one is scheduled for Tuesday November 27, 2007. The students will be called in by alpha to the lecture hall. A student worker attempted to call every senior parent to invite them and it will be announced on the radio and in the newspaper. The second Mock Graduation will be held second semester.

An announcement was made Friday November 16 and Monday November 19, 2007 that the preliminary TAKS scores are in and, that students can see them during lunch and before or after school. When the actual scores do come in they will be mailed to parents with an information letter about upcoming tutorials, TAKS re-test dates, and any other pertinent information. In the letter an offer for a follow up conference will be made available. Once these letters have time to be delivered a call to parents will be made to confirm delivery and answer any questions they may have.

Note about OOS testers that did not re-test in October:

Without mentioning names this was the information Mrs. Frost received when she was attempting to make contact with the Out of School Testers.

These are notes from my phone log (M. Frost):

Student A: talked to her mom August 7 and she informed me she moved to California

Student B: the student had informed me at the close of the 2006-2007 school year that she was moving to Germany with her new husband. When I tried to reach her August 8 her phone had been disconnected and her other phone numbers listed did not work either.

Student C: was informed by his mother that they were moving to Las Vegas over the summer. When I attempted to contact him on August 8 the numbers for him were disconnected.

Student D: His parents moved to Corpus over the summer. I saw him at work and got his cell phone number. He assured me he would come to test. I called and left him messages reminding him of the test dates. When I called him the last time 2 days before the test to remind him his cell phone was disconnected and he was no longer employed.

Student E: I spoke with him mom and she informed me he would not be taking the test and he was working in the oilfield industry in Houston

Student F: Called and spoke with her to confirmed she would be coming to take the test. She said she would be in to register so she could take the test on our campus. She never showed up. I called back at least 5 times and left messages for her. She never called me back.

Student G: Called and left message for her with her sister. After that, when I would call no one would answer. I made at least five more attempts.

Student H: Called and left several messages. She never called me back. I contacted some of her friends to see if that was still her number and they confirmed it was her correct phone number. I also tried to call her parents to no avail.

Student I: I called and spoke with his grandmother. She informed me he had moved back to Dallas with his mother and would not be returning to A.C. Jones to test.

Student J: Contacted him at his parent's phone. They informed me he was incarcerated and would not be released in time for testing. I am keeping in contact with them so maybe he can test in the spring. At last check he was still incarcerated.