



# Submitting Accreditation Categories

Updated August 2019

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Accountability and Data Analysis Unit  
201 E. Colfax Ave. Room 408, Denver, CO 80203

## Submitting School Accreditation Categories

Districts must submit the [School Accreditation and Request to Reconsider Form](#) (See Appendix A) to the Department by October 16, 2019. The School Accreditation Form includes detailed instructions concerning the required information, including the following components:

- An assurance document that supports the submission, which:
  - for traditional district schools, is signed by the district’s superintendent and local board or education chair; or
  - for district charter schools, is signed by the district’s superintendent and local board of education chair and includes an assurance from the superintendent that, the charter school’s board chair has been consulted;
  - for charter schools authorized by the Charter School Institute (CSI), is signed by the CSI executive director and the CSI board chair;
- A determination of whether the district uses the State’s School Performance Framework and school plan types to accredit their schools;
- A determination from the district regarding whether they accept CDE’s recommended plan types or have additional evidence to provide to CDE which would alter CDE’s plan type;
- If the district does not use the State’s School Performance Framework and school plan types to accredit schools, a description of the district’s accreditation process, including:
  - the performance indicators the district evaluates and the measures, metrics and cut-points used to evaluate them;
  - the weighting of the performance indicators the district evaluates, and how they roll up into an accreditation category;
  - the accreditation categories for the district’s schools (e.g., the ratings given to schools and how they translate to CDE plan types);
  - the percent of schools in each of the district’s accreditation categories based on the district's school performance framework results;
  - the actual accreditation results for the district’s schools (e.g., each school's accreditation report, or an Excel spreadsheet with each school's result);
  - if desired, a link to additional information on your district's school performance framework.

Accreditation categories for schools must be submitted to CDE by the district rather than by individual schools. If different school performance frameworks are used for different groups of schools (e.g., charter schools or Alternative Education Campuses), then the forms must include an explanation of each specific framework. Accreditation information will only be accepted in the specified format, as it allows for the Department to post the information online on *SchoolView*.

The School Accreditation and Request to Reconsider Form is available online at <http://www2.cde.state.co.us/scripts/AccreditationForm/>. Once submitted, the form guides users to a print version that must be printed and signed by the district superintendent or Institute executive director, as well as the local board chair and for charter schools not authorized by CSI, the charter school’s board chair has been consulted, if applicable. Submit a scanned copy of your printed form, with the above signatures, to CDE via Syncplicity in the “Prelim\_2019\_Frameworks” folder via <https://my.syncplicity.com> by October 16, 2019. *Note that request to reconsider submissions are only considered complete when the online accreditation form is complete, signed, and submitted in Syncplicity.*

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## Appendix

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### Appendix A: School Accreditation and Request to Reconsider Form

<http://www2.cde.state.co.us/scripts/AccreditationForm/>

#### **School Accreditation and Request to Reconsider Form (Login Page)**

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Each school year, districts must submit to the Department the accreditation category that the district has assigned to each school and the performance framework used by the district for that accreditation assignment, including evidence of the school's level of attainment on the State's key performance indicators: Academic Achievement, Academic Growth, and Postsecondary and Workforce Readiness. Districts may use the State's school performance framework, in which case the CDE plan type serves as the accreditation category. Alternatively, districts may use their own local, more comprehensive and rigorous framework, in which case it must include the same performance indicators and give the greatest weight to growth and, for high schools, postsecondary and workforce readiness.

In addition, each school year, if a district disagrees with the Department's initial assignment of an accreditation category for the district or if the district disagrees with any of the Department's initial assignments of a school plan type for any of the district's schools, the district may submit additional information for CDE's consideration.

Districts must submit this information using the School Accreditation and Request to Reconsider form by October 16, 2019. The form must be signed by the district superintendent and the local board chair.

**Please log in to complete the School Accreditation and Request to Reconsider Form.**

Your username and passcode will be e-mailed to your superintendent and/or your district's accountability contact each year.

**Please log in:**

<b>Username:</b>	<input type="text"/>
<b>Passcode:</b>	<input type="text"/>

## School Accreditation and Request to Reconsider Form (Main Page)

**ABC COUNTY - 0000**

### Contact Information

Enter the contact information for the person completing this form.

* First Name:	<input type="text"/>
* Last Name:	<input type="text"/>
* Position / Title:	<input type="text"/>
* Phone:	<input type="text"/>
* Email Address:	<input type="text"/>

### Your District's Accreditation Rating Results

This section lists your district's accreditation rating assigned using the State's District Performance Framework (DPF) report. Please review the CDE accreditation rating and indicate if you agree or disagree with the State's assigned accreditation rating.

FOR THIS DISTRICT:

1. Review the accreditation rating and indicate if you agree or disagree with the State's assigned accreditation rating.
2. If your district AGREES with the accreditation rating assigned, click "Yes." Note that this form defaults to "Yes."
3. If your district DISAGREES with the accreditation rating assigned, click "No."
4. If you click "No," you must select the accreditation rating you would recommend instead for your district and submit a Request to Reconsider as instructed.

District Name	Accreditation Rating Assigned by CDE	District Agrees?
ABC COUNTY - 0000	Accredited with Distinction	Agree? <input checked="" type="radio"/> Yes <input type="radio"/> No

## Your District's School Accreditation Process

\* Did you use CDE's School Performance Framework and school plan types to accredit your district's schools?

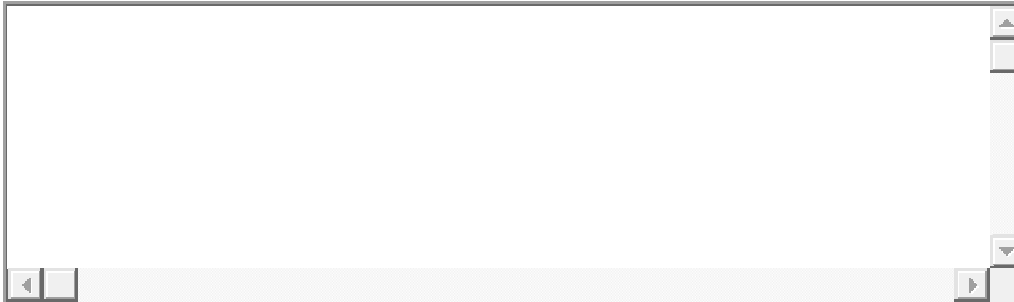
If you select yes, this indicates that the CDE school plan type matches your district's school accreditation ratings.

Yes  No

Please describe the accreditation process your district uses to accredit schools.

This description should include the School Performance Framework your district uses, including your framework's rubric/scoring guide. Specifically, include:

- the performance indicators you evaluate and the measures, metrics and cut-points used to evaluate them;
- the weighting of the performance indicators you evaluate, and how they roll up into an accreditation category;
- the accreditation categories for your schools (e.g., the ratings you give to your schools and how they translate to CDE plan types);
- the percent of schools in each of your accreditation categories based on your district's School Performance Framework results;
- the actual accreditation results for your schools (e.g., each school's accreditation report, or an Excel spreadsheet with each school's result) (this documentation will need to be emailed to [accountability@cde.state.co.us](mailto:accountability@cde.state.co.us));
- if desired, a link to additional information on your district's School Performance Framework.



## Your District's School Plan Type Assignments and Accreditation Results

This section lists your district's schools and the school plan types assigned to them using the State's School Performance Framework report. For each school, review the CDE plan type and indicate if you agree or disagree with the State's assigned SPF plan type.

### NOTE:

- Schools are listed first by "Pending AEC Framework", "New School" and "Insufficient State Data" then in order of lowest to highest-performing school plan type (Turnaround, Priority Improvement, Improvement, Performance).
- Some schools may not have received a CDE plan type because they are new schools with no State data and are labeled with "New School". **You must select a school plan type for each of these schools using the drop-down menu.** Since CDE does not have data for these schools, the plan type should be based on your district's own evaluation of the school's performance.
- Some schools may not have received a CDE plan type because they are K-2 schools with no state data or small schools that do not meet the required number of reportable students. These schools are labeled with "Insufficient State Data: No Students at Grade Levels Tested for State Assessments" or "Insufficient State Data: Small Tested Population". **You must select a school plan type for each of these schools using the drop-down menu.** Since CDE does not have data for these schools, the plan type should be based on your district's own evaluation of the school's performance. **If the school was currently in priority improvement or turnaround status, the district must submit a request for reconsideration for the school.** Please see below on where to find more information on submitting a request to reconsider.
- Due to some districts and schools experiencing high-levels of non-participation on the state assessment, CDE has included an option on the accreditation form which allows districts and schools to select "Insufficient State Data" as an overall accreditation rating or school plan type. In order to select this as a district's final accreditation rating or school's final plan type, the district or school participation rate must be below 85%, and additionally, districts and schools must submit a letter addressed to the commissioner of the department of education signed by the superintendent asserting that due to high-levels of parent excuses or other reasons for non-participation on the state assessment the data reported on the district and/or school performance framework(s) is not representative of the student population in the district/school and the reasons why. Data must be provided to show how the participating students are not representative of the total school/district population.
- Schools that are designated as Alternative Education Campuses (AECs) will show a plan type of "Pending AEC SPF." CDE will release the AEC SPF with plan types in September/October. The "District Agrees?" column will default to N/A. If, upon receiving your AEC results, you wish to submit a Request to Reconsider, please e-mail [accountability@cde.state.co.us](mailto:accountability@cde.state.co.us).

### FOR EACH SCHOOL:

1. Review the plan type and indicate if you agree or disagree with the State's assigned SPF plan type.
2. If your district AGREES with the school plan type assigned, click "Yes." Note that this form defaults to "Yes."
3. If your district DISAGREES with the school plan type assigned, click "No."
4. If you click "No," you must select the plan type you would recommend instead for the school and submit a Request to Reconsider as instructed, using the templates provided.
5. Complete the remainder of the accreditation form for all your schools.

School Name	Plan Type Assigned by CDE	District Agrees?
0000 – ABC SCHOOL (H)	Insufficient State Data: Small Tested Population	N/A
<p>Select the plan type your district would recommend for this school using the drop-down menu below.</p> <p><i>Note: Please select the appropriate plan type for your school/district. CDE will update the descriptors (low participation, decreased due to participation, as applicable).</i></p>		
<div style="border: 1px solid #ccc; padding: 5px; width: fit-content; margin-left: 40px;">             -- Select Plan Type --             <span style="float: right;">▼</span> </div>		
0002 - HIJK SCHOOL (A)	New School	N/A
<p>Select the plan type your district would recommend for this school using the drop-down menu below.</p> <p><i>Note: Please select the appropriate plan type for your school/district. CDE will update the descriptors (low participation, decreased due to participation, as applicable).</i></p>		
<div style="border: 1px solid #ccc; padding: 5px; width: fit-content; margin-left: 40px;">             -- Select Plan Type --             <span style="float: right;">▼</span> </div>		
0003 – ALTERNATIVE EDUCATION CAMPUS 1 (H)	Pending AEC Framework	N/A
0005 – ALTERNATIVE EDUCATION CAMPUS SITE DEF (H)	Pending AEC Framework	N/A
0008 - NORTH CHARTER SCHOOL (A)	Turnaround	<p><b>Agree?</b></p> <p><input checked="" type="radio"/> Yes <input type="radio"/> No</p>
0009 - SOUTH ELEMENTARY SCHOOL (E)	Priority Improvement	<p><b>Agree?</b></p> <p><input checked="" type="radio"/> Yes <input type="radio"/> No</p>
0010 - NORTHWEST SCHOOL (E)	Improvement	<p><b>Agree?</b></p> <p><input checked="" type="radio"/> Yes <input type="radio"/> No</p>

0011- WEST HIGH SCHOOL (H)	Performance	<b>Agree?</b> <input checked="" type="radio"/> Yes <input type="radio"/> No
0012 - EAST SCHOOL (E)	Performance	<b>Agree?</b> <input checked="" type="radio"/> Yes <input type="radio"/> No

### Statement of Affirmation

By clicking "I accept," I affirm that I agree/disagree with the school plan types assigned by CDE to my district's schools, as indicated above. Where I disagree with CDE's school plan type assignment, I have indicated my recommended plan type and will submit a Request to Reconsider as instructed. Where my district has used a school performance framework different from the State's, I have included a description of my local school performance framework and will submit the requested information. I affirm that I have consulted with my local school board and obtained the board chair's signature consenting to the school plan types assigned to my district's schools. I further affirm that, I have consulted with the charter school's board chair(s) regarding the school plan types assigned to my district's charter schools.

**I accept**

[Save & Submit Later](#)

[Submit Final Form](#)