**Accountability Participation Impact – Reasons Other Than Parent Refusal Template Letter**

*Instructions: Please copy and paste the following letter onto District letterhead, make all appropriate modifications and fill in any blanks in the form with your district/school information highlighted in yellow. Please submit this form in the Accreditation Portal by October 15, 2025.*

June 25, 2025

Susana Córdova, Commissioner

Colorado Department of Education

201 East Colfax Avenue, Room 500

Denver, CO 80223

Dear Commissioner Córdova,

XX School District is requesting a reconsideration of the preliminary district/school performance framework rating, based on the participation rates in our school/district. The initial school/district rating was: XX. We are requesting a rating of XX based on the data shared below.

We had accountability participation rates of less than 95% in both English Language Arts and Math for our official performance framework rating due to:

* Describe the test misadministration incident or data coding error incident that occurred that resulted in lower participation rates (make sure the description does not include any student PII and your school/district is comfortable with disclosing any of the information publicly if requested).

As a result, our rating was decreased due to participation. Specifically, our official 2025 accountability participation rates (from the single-year/multi-year performance framework) were as follows:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Total Records** | **Valid Scores** | **Total Participation Rate** | **Parent Excusals** | **Accountability Participation Rate** |
| English Language Arts |  |  |  |  |  |
| Math |  |  |  |  |  |

Historically, our school/district has met the 95% accountability participation rate requirement, as shown here:

|  |  |  |  |
| --- | --- | --- | --- |
|  | **2023 Accountability Participation Rate** | **2024 Accountability Participation Rate** | **2025 Accountability Participation Rate** |
| English Language Arts |  |  |  |
| Math |  |  |  |

The district is taking steps to ensure our participation rates improve next year, including:

* Describe how the district is working to resolve participation concerns for next year.

For these reasons, we respectfully request a rating of XX for the school/district.

Thank you for your consideration.

Sincerely,

Board President Name Superintendent Name

President, Board of Education Superintendent of Schools

**Note: Signatures are optional and not required. However, district leadership (i.e., Superintendent/Board President) should be aware of all request to reconsider submissions.**