**Accountability Participation Impact – Issues of N Count 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.

Due to issues of low N counts, we had accountability participation rates of less than 95% in both English Language Arts and Math. This resulted in our ratings to be decreased due to participation. Specifically, our official 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 |  |  |  |  |  |

As demonstrated in the accountability participation rates noted above, one or two non-participants resulted in our rating being decreased due to participation. The district is taking steps to ensure this improves in the future, including:

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

Because the number of students enrolled in our school/district is limited and one or two non-participants resulted in our rating decrease, we respectfully request a rating of XX for the school/district.

Thank you for your consideration.

Sincerely,

Board President Name/Signature Superintendent Name/Signature

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.**