**Body of Evidence – Matriculation Request 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. Information in blue is optional. 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 a body of evidence. The initial district/school rating was: XX. We are requesting a rating of XX based on the data shared below.

XX School District submitted a completed matriculation body of evidence tool containing students who were not reflected within the matriculation numerator reported in our performance framework. These students were not included in the matriculation calculation due to the following:

* Describe the scenarios reflected in the tool. For instance, students enrolled in a 2-year or 4-year program or enlisted in the military during the summer/fall of 2024 after reporting had closed (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).

Along with the tool and this narrative, the district/school submitted individual documentation for each student that reflects the reason each student meets the requirements to be included in the matriculation calculation. As the tool demonstrates, the inclusion of these students within the matriculation calculation meets the threshold for a request to reconsider.

**OPTIONAL:** The district/school is taking steps to improve and strengthen additional post-secondary measures that are not included within the current performance frameworks. These data demonstrate an upward trajectory of student’s postsecondary and workforce readiness success and our work to sustain these efforts across our high school grade levels:

* To strengthen the district narrative, describe postsecondary/workforce measures (e.g. remediation rates, AP/IB exam scores) that indicate improved performance over time. A minimum of 95% participation for the applicable student population is required for consideration.

For these reasons, 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.**