**Insufficient State Data 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 and representativeness of the 2025 state assessment data in our school/district. The initial school/district rating was: XX. We are requesting a rating of Insufficient State Data based on the data shared below. Include whether this request has been made in the past.

Due to describe reason, we had very limited participation in state assessments in our district of less than 85% total participation. Include details about the trends in student participation over time (e.g. Total participation over the past five years has been increasing, but due to [insert reason] participation declined this past school year). Specifically, our official total participation rates were as follows:

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

In addition to the total participation rates noted above, the students that did participate are not representative of our entire population, as evidenced by a few data points.

* Include in the narrative how students who tested compare to the entire population in terms of the grades represented by those who tested/didn’t test, previous/current achievement levels in ELA and math (e.g., local assessment results of students who tested compared to those that did not test), or other (i.e., parent excuses, student absences).
* Demonstrate whether student groups are not representative of the overall population and describe your plan to address underrepresentation for certain student groups. Participating students would be considered not representative if they are + / - 2 standard deviations for one or more student groups. For example:
	+ 1. Calculate the mean participation rate: $μ=\frac{Total Participating Students \left(School/District\right)}{Total Eligible Students \left(School/District\right)}$
		2. Calculate the standard deviation: $σ=\sqrt{p(1-p)}$, where $p$ = the mean from Step 1.
		3. Calculate the mean for a specific group: $\overbar{x}\_{student group}=\frac{Total Participating Students \left(e.g., Multilingual Learners\right)}{Total Eligible Students \left(e.g., Multilingual Learners\right)}$
		4. Determine whether that student group is within + / - 2 standard deviations from the total participation rate: $μ-(2 × σ)$ and $μ+(2 × σ)$.
		5. If $μ-(2 × σ)$ $\leq $ $\overbar{x}\_{student group}\leq μ+(2 × σ)$, the student group’s participation rate is within +/ 2 standard deviations of the overall school participation rate, indicating that the data is representative. **If this is not the case**, the data indicates that the student’s group participation rate is not representative and would make a good contribution to this narrative.

Based on the fact that the percentage of students that tested in our school/district is limited (approximately XX%) and that these students do not fully represent our entire student population, we respectfully request an Insufficient State Data rating for XX 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.**