**Retroactive Alternative Education Campus (AEC) Designation Template Letter**

*Instructions: Please copy and paste the following letter onto District letterhead, retrieve the required signatures, and fill in any blanks in the form with your district/school information highlighted in yellow. Please make all appropriate modifications, sign, and submit this form via Syncplicity (*[*https://my.syncplicity.com/*](https://my.syncplicity.com/)*) in the “Request to Reconsider” folder by October 15, 2018.*

August 15, 2018

Dr. Katy Anthes, Commissioner

Colorado Department of Education

201 East Colfax Avenue, Room 500

Denver, CO 80223

Dear Commissioner Anthes,

Insert Your District Name is requesting to reconsider the school plan type assignment for Insert The New AEC Name. This request is based on the “Retroactive Alternative Education Campus (AEC) Designation” condition for submission of a request for reconsideration of a school plan type assignment, as stated below:

Districts who have applied for a first-time AEC designation for one or more of their schools for the 2018-19 school year may request retroactive AEC designation for the 2017-18 school year based on the data submitted via the 2018-19 AEC application submitted by May 4, 2018, if the school is approved by the state board of education at the August 2018 state board meeting for the 2018-19 school year. The district may submit a request on behalf of the school to receive AEC status for the 2017-18 school year and state the district would like the school to receive a final AEC school performance framework for 2018.

Insert The New AEC Name was approved as an Alternative Education Campus for the 2018-19 school year at the August 2018 State Board of Education meeting. Therefore, Insert Your District Name would like to request retroactive AEC designation for this new AEC for the 2017-18 school year based on the data submitted via the 2018-19 AEC application and that the official final school plan type assignment for this school be calculated as an Alternative Education Campus (AEC) School Performance Framework.

Thank you for your consideration.

Sincerely,

Board President Signature Superintendent Signature

President, Board of Education Superintendent of Schools