# Accountability: Sample letter about

# Schools on Accountability Clock

**Sample Letter for Districts**

**\* The text below can be used as sample letters for districts to use when a school is on the state accountability clock or identified through ESSA.  The state identification letter has also been translated into Spanish. Go to: http://www.cde.state.co.us/uip/uip\_general\_resources**

**Template Letter for Schools with a Priority Improvement or Turnaround Plan Type**

**[*Date – By September and at least 30 days before the public hearing*]]**

Dear Families,

Each year, Colorado schools receive performance ratings based on state testing results using CMAS, SAT/PSAT, and ACCESS (English Language Proficiency). In high school, ratings are also based on graduation rates and the percentage of students who go on to college, career and technical education programs, and the military.

***[Include for schools with State Plan Type Assignments: Priority Improvement or Turnaround]***

This year, *[insert School Name* has been identified for support and improvement under Colorado’s state accountability system. To address this need, our school will focus on [*insert measures where school did not meet expectations, i.e., improving schoolwide student performance, increasing graduation rates, improving the performance of our \_\_\_\_\_ students*].

***[Include for schools with Federal ESSA Identification: Comprehensive, Targeted, or Additional Targeted Support and Improvement]***

*[Insert School Name]* has *[also]* been identified for support and improvement under the federal Every Student Succeeds Act (ESSA). To address this need, our school will focus on [*insert measures where school did not meet expectations, i.e., improving schoolwide student performance, increasing graduation rates, improving the performance of our \_\_\_\_\_ students*].

*[Insert School Name]* staff will work with families and community members to create a plan for improvement. As we begin this process, we’d like to invite you to a public information session, hosted by our School Accountability Committee, where you can learn more about the needs identified at *[insert School Name]*, and the ways you can be involved. Opportunities will be provided for families to share information and experiences related to the needs identified for improvement planning. As a valued member of our school community, we hope you will join us on *[date], at [time], [location]* as we learn and plan together. If you would like to participate, but are unable to attend the meeting, additional opportunities to provide input will be made available to you throughout the improvement planning process.

***[One public meeting is required for schools with a Priority Improvement or Turnaround plan type and recommended for schools with Federal ESSA Identifications]***

Our School Accountability Committee will also hold a meeting to gather input for the development of the plan on *[date], at [time], [location]* and the plan will be reviewed by our school board on *[date—at least 30 days after this notice is issued]*, *at [time], [location]*. *[If year 3 on the accountability clock, a community/committee meeting must be offered with CDE staff in attendance to provide more information about potential next steps.]*

To see our school’s improvement plan and state performance ratings, visit <https://www.cde.state.co.us/schoolview/frameworks/welcome>.

To learn more about Colorado’s school accountability system, visit <http://www.cde.state.co.us/accountability/stateaccountability>.

To learn more about how schools are identified by Every Student Succeeds Act, visit <https://www.cde.state.co.us/fedprograms/essa_csi_tsi>.

To learn more about ESSA Improvement Planning requirements, visit <https://www.cde.state.co.us/fedprograms/essaplanningrequirements>.

Please reach out if you have any questions.

Sincerely,

*[Name], [Title], [School/District]*