# 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 parent,

Each school in Colorado is assigned an overall school performance rating every year based on student performance and growth on state assessments. Graduation rates and college matriculation are also considered for high schools. Following the assignment of performance ratings, each school is required to develop a Unified Improvement Plan (UIP) that outlines targets for performance outcomes and strategies that the school will implement to improve academic outcomes for students.

Based on our school’s performance and growth on the 2023 assessments given last spring, our school earned a [*plan assignment*] based on low performance in the areas of [*insert measures where the school did not meet expectations*]. Attached is the complete 2023 School Performance Framework report that describes how our school has been evaluated.

Our UIP will provide us with a focused improvement plan, including an analysis of student performance data and a detailed action plan. The plan must incorporate ideas and feedback from parents, be approved by the [*District Name*] Board of Education and be submitted to the Colorado Department of Education on or before Jan. 15, 2024, for review. To meet that deadline, our UIP will be developed according to the following timeline: [*insert dates of any benchmarks for conducting analysis and developing and finalizing the plan*].

Our School Accountability Committee will hold a public meeting to gather input from parents concerning the development of the plan on [*date*], at [*time*], in [*location*]. Prior to adopting a plan, our school board will hold a public hearing on [*date—at least 30 days after this notice is issued*], at [*time*], in [*location*] to review the plan. For more information, please contact [*name*] at [*contact information*].

You can learn more about Colorado’s school accountability system here:<http://www.cde.state.co.us/accountability/stateaccountability>

If you have any questions about our overall school performance rating or how you can get involved in our improvement efforts, please contact me.

Sincerely,

[*Name*}, [*Title*]

**Template Letter for Schools Identified under ESSA**

Our school has been identified [OR Our district has schools that have been identified] for support and improvement under ESSA, which means that \_\_\_\_\_ [fill in the blank with one of the following options]

* We need to improve the overall performance of all students
* We need to increase the percent of students that graduate
* We need to improve the performance of [fill in the blank from one or more of the following options as relevant]
  + Multilingual learners
  + Students with disabilities
  + Students experiencing poverty
  + Students from \_\_\_\_ {fill in the race/ethnicity of the group that resulted in the school being identified}

As a result of being identified under ESSA, \_\_\_\_\_\_ [name of school] is eligible for funding to help support our efforts in meeting the above goal. We will be developing an improvement plan, in partnership with stakeholders, to address the reasons that have led to \_\_\_\_\_ [name of school] being identified.