**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 16, 2023.*

August 3, 2023

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 2023 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.

Due to describe reason, we had very limited participation in state assessments in our district of less than 85% total participation. Specifically, the total participation rates were as follows:

|  |  |  |  |
| --- | --- | --- | --- |
|  | **English Language Arts** | **Math** | **Science** |
| Elementary |  |  |  |
| Middle |  |  |  |
| High  |  |  |  |

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.

* 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., student demographics).

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 respectively 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