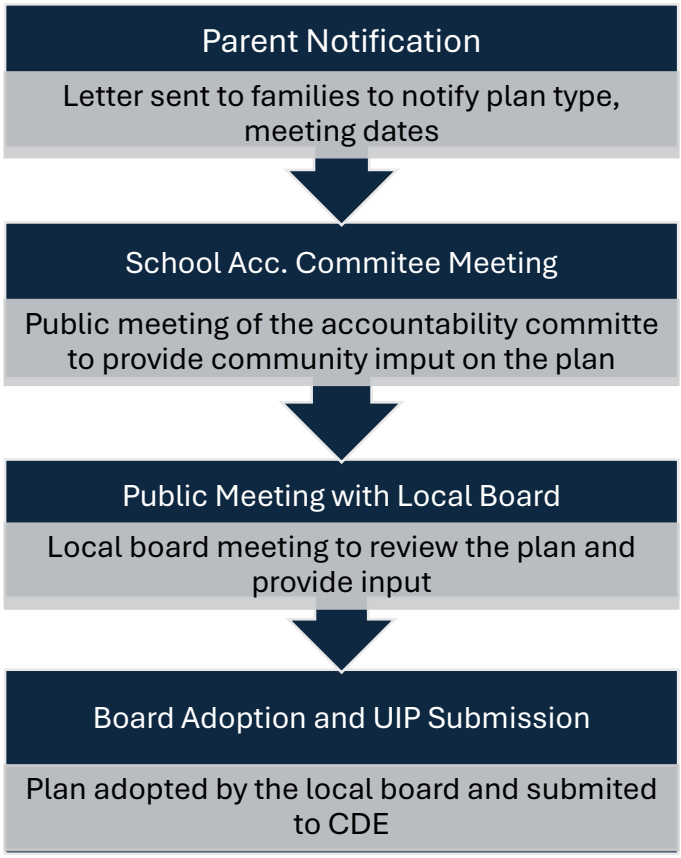
Parent Notification and Public Meeting Requirements

Overview

For a school that is required to implement a Priority Improvement or Turnaround plan, there are specific expectations and timelines laid out in state accountability law about family engagement. In summary, parents must be notified about the plan type and have the opportunity to provide input into the planning process. Furthermore, schools on the accountability clock (i.e., Priority Improvement, Turnaround) must have parent involvement strategies listed in their action plans. Districts and schools in Year 3 must host a community meeting with stakeholders (e.g., local board, parents, school staff, community members) in collaboration with the department. The requirements of the meeting may be coordinated with the community meeting.



Parent Notification

The district must notify parents of the students enrolled in the school within 30 calendar days of receiving initial plan type assignment. If preliminary frameworks are released on August 27, then districts must send notification to families on or before September 26. This notification must include:

- Type of identified plan (i.e., Priority Improvement, Turnaround)
- Performance results that led to that plan assignment
- Timeline for developing and adopting the required improvement plan
- Date, time and location of the public meeting of the School Accountability Committee (SAC) to provide input on the plan
- Date, time and location of the public meeting held by the local board of education to review the plan prior to adoption.

A sample notification has been included on p. 3 of this document. If the school plan type has not yet been determined (e.g., Alternative Education Campuses, new schools), then parent notification may occur 30 calendar days after a plan type is determined. If the district applies for request to reconsider, then the notification and public meetings can wait until after the State Board's final determination (typically in early December). If the school remains on the accountability clock, then the parent notification, SAC meeting, and local board meeting must occur prior to submission of the UIP to the state for review.

Parent Notification

The School Accountability Committee (SAC) is expected to meet to provide input on the improvement plan prior to the public meeting of the local board. While all SACs are expected to review a school's UIP, provide input and conduct quarterly progress monitoring, SACs for identified schools need to take special care to reflect on whether the action plan addresses the magnitude of the school's performance challenges and whether past actions had the intended impact. Requirements, such as inclusion of family involvement strategies in the action plan and the quarterly review on the implementation of the plan, take on even greater significance.

Committees should plan to review and provide feedback on improvement plans beginning in the spring in preparation for the next school year. Utilize the Accountability Committee Timeline resource for additional considerations on committee activities.

Public Meeting and Final Adoption

The date for the public meeting of the local board must be at least 30 calendar days after the date on which the district provides the written notice. This will give families ample time to get the meeting on their calendars. During the meeting, the local board of education should review the school's progress in implementing its plan during the preceding year and in improving its performance. A member(s) of the School Accountability Committee is encouraged to attend the meeting. The meeting should be scheduled far enough in advance so that any feedback provided at the meeting can be incorporated in the plan. The plan must be adopted by the local school board by October 15, which is the state's due date for UIP submission for Priority Improvement and Turnaround plans. Newly identified (Year 1) schools may be eligible for a January 15 submission date.

Assurances

Schools are able to demonstrate compliance by marking the assurances box in the school's Unified Improvement Plan after preliminary plan types have been released.

Requirement	Applies to...
The Unified Improvement Plan is the result of thorough data analysis. - Data was analyzed from both local and state sources. - Data was disaggregated by student demographics (e.g., students with IEPs, Free & Reduced Lunch eligibility, Multilingual Learners, race/ethnicity), as applicable. - Current school performance was analyzed relative to local, state and federal metrics and expectations (e.g. SPF metrics, ESSA indicators).	All Schools and Districts
The plan was developed in partnership with stakeholders, including the principal and other school leaders, teachers, and the School Accountability Committee (SAC) or District Accountability Committee (DAC). For additional information on Accountability Committees, view the resource linked under "Resources" on this page.	All Schools and Districts
Stakeholders involved in the development of the plan were made aware of reasons for ESSA identification and were active partners in reviewing performance on related indicators and providing input on strategies or interventions related to identification.	Federal Identification
The site will involve stakeholders—at a minimum, the School Accountability Committee—in progress monitoring the implementation of the plan throughout the school year.	All Schools and Districts
• Written notice of the initial plan type was shared with families within 30 calendar days of identification. • The SAC met to provide input on the improvement plan prior to the public hearing. • A public hearing was held at least 30 calendar days after the date on which the district provided the written notice. • The local board reviewed and adopted the plan.	State Identification

Sample Notification to Parents and Families

To be customized based on the schools' state identification.

State Plan Type Assignment PI/T and/or Federal ESSA ID

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 https://ed.cde.state.co.us/accountability/stateaccountability.

To learn more about how schools are identified by Every Student Succeeds Act, visit https://ed.cde.state.co.us/fedprograms/essa-csi-tsi.

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

Please reach out if you have any questions.

Sincerely,

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

Estimadas familias,

Cada año, las escuelas de Colorado reciben calificaciones de rendimiento basadas en los resultados de las pruebas estatales CMAS, SAT/PSAT y ACCESS (dominio del idioma inglés). En la escuela de educación secundaria, las calificaciones también se basan en las tasas de graduación y en el porcentaje de estudiantes que ingresan en la universidad, en programas de formación profesional y técnica y en el ejército.

[Incluir para escuelas con asignaciones de tipo de plan estatal: Prioridad de Mejora (PI) o Transformación

Este año, [insertar nombre de la escuela que ha sido identificada para recibir apoyo y mejoras bajo el sistema de responsabilidad del estado de Colorado. Para hacer frente a esta necesidad, nuestra escuela se centrará en [insertar medidas donde la escuela no cumplió con las expectativas, es decir, mejorar el rendimiento de los estudiantes en toda la escuela, aumentar las tasas de graduación, mejorar el rendimiento de nuestros estudiantes _____].

[Incluir para escuelas con Identificación Federal ESSA: Integral, enfocado, o Apoyo adicional enfocado y

[Inserte el nombre de la escuela] ha sido [también] identificada para recibir apoyo y mejoras bajo la ley federal Cada Estudiante Triunfa (ESSA, por sus siglas en inglés). Para abordar esta necesidad, nuestra escuela se centrará en [insertar medidas donde la escuela no cumplió con las expectativas, es decir, mejorar el rendimiento de los estudiantes en toda la escuela, aumentar las tasas de graduación, mejorar el rendimiento de nuestros estudiantes _____

El personal de *[Insertar nombre de la escuela*] trabajará con las familias y los miembros de la comunidad para crear un plan de mejora. Al comenzar este proceso, nos gustaría invitarle a una sesión de información pública, organizada por nuestro Comité de Responsabilidad Escolar, donde podrá obtener más información sobre las necesidades identificadas en [insertar nombre de la escuela], y las formas en que puede participar. Se ofrecerán oportunidades para que las familias compartan información y experiencias relacionadas con las necesidades identificadas para la planificación de la mejora. Como miembro valioso de nuestra comunidad escolar, esperamos que se una a nosotros el mientras aprendemos y planificamos

mejora se pondrán a su disposición otras oportunidades para hacer aportaciones.

[Una reunión pública es OBLIGATORIA para las escuelas con asignaciones de tipo de plan estatal PI/T y RECOMENDADA para las escuelas con identificaciones federales ESSA].

Nuestro Comité de Responsabilidad Escolar también celebrará una reunión para recolectar aportaciones para la elaboración del plan el *[fecha], a [hora], [lugar]* y el plan será revisado por nuestro consejo escolar el *[fecha: al menos 30 días después de la publicación de este aviso], a las [hora], [lugar]. [Si se trata del año 3 en el registro de responsabilidad, también debe ofrecerse una reunión comunitaria con la asistencia de personal del CDE para proporcionar más información sobre los posibles pasos siguientes].*

Para ver el plan de mejora de nuestra escuela y las calificaciones estatales de rendimiento, visite https://www.cde.state.co.us/schoolview/frameworks/welcome.

Para saber más sobre el sistema de responsabilidad escolar de Colorado, visite https://ed.cde.state.co.us/accountability/stateaccountability.

Para saber más sobre cómo se identifican los centros escolares en virtud de la ley Cada Estudiante Triunfa, visite https://ed.cde.state.co.us/fedprograms/essa-csi-tsi.

Para saber más sobre Cada Estudiante Triunfa planificacion de mejora de nuestra escuela, visite https://ed.cde.state.co.us/fedprograms/essaplanningrequirements.

Si tiene alguna pregunta, por favor, póngase en contacto con nosotros.

Atentamente,

[Nombre], [Cargo], [Escuela/Distrito]