# District Review Community Letter Template

*District leaders may choose to use the letter template below to notify their staff, school committee, and/or community members about the district’s selection for a district review.*

\*District Letterhead\*

[Date]

Dear [Staff, Family Members, Committee Members],

Earlier this summer, the Department of Elementary and Secondary Education (DESE) notified us that [Sample Public Schools] had been selected for a district review.

The goal of this review is to look closely at the systems, policies, and practices that drive our day-to-day work. At the end of the process, we will receive a written report that highlights our strengths, identifies areas for growth, and includes recommendations to help us improve and better support our teachers and students.

Under state law, DESE is required to review a small number of districts each year, and they select a variety of districts based on size, geographic location, setting, and student performance. The onsite portion of the review, as well as the final report, will be based on the [*District Standards and Indicators*](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.doe.mass.edu%2Faccountability%2Fdistrict-review%2Fdistrict-standards-indicators.docx&wdOrigin=BROWSELINK), which outline what effective school district systems should look like. We expect to gain valuable feedback on our practices, allowing us to reflect on our progress and enhance staff and student performance.

I have included a [link to an FAQ page](https://www.doe.mass.edu/accountability/district-review/faqs.html) that answers questions you might have about the required review. I believe our district is doing well, and I am excited to highlight the great work of our teachers, staff, and students. I also hope this process will identify areas where we can keep improving, helping us achieve the goals in our district’s [Strategic Plan].

We have not yet scheduled the dates for the onsite portion of the review. Until then, feel free to reach out to [district staff contact name] if you have any questions about this process.

Sincerely,

[Superintendent]