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# Submitting Corrections to Factual Errors in District Review Reports: Guidance for Districts

## Purpose of Submission

The Office of District Reviews and Monitoring (ODRM) provides drafts of its reports to superintendents to allow the district the opportunity to make factual corrections to the information in the report. ODRM does not expect the district to provide a response to any of the findings or professional judgments in review reports.

## Format for Corrections

The report is submitted to the district in Word form. Please submit corrections by using Track Changes in the Word document to make the suggested correction.

When using Track Changes in the Word document, please explain each correction either in a comment balloon within the document or in a separate document, giving references to any supporting documentation (supplying any that was not provided to the review team). Explanations of corrections or other discussion *should not be placed within the text*.

## Supporting Evidence

No evidence is needed for minor corrections, such as a correction to the number of schools in the district or the name of a program. For major factual corrections that may result in a reconsideration of a finding, documentation is needed to support the correction. Statements in the review report are triangulated—based on evidence from more than one source. Therefore, most major factual corrections will require strong and precise documentary evidence to result in a change to the report.

## Statements by Interviewees

Corrections will generally not be accepted to interviewee statements in the draft report, since the notes at the time of the interview are the best evidence of what was said. The district may request that the review team check its notes of the interview(s) in question and may present documentary evidence that contradicts the substance of the statement by the interviewee(s).

## Post-Review Events

ODRM is interested to hear of any developments in the district or plans made since the onsite visit, but these will rarely be noted in the report.