# Pre-Review Communications Kit: Cover Page

The Pre-Review Communications Kit is a suite of resources designed to support district leaders in notifying and preparing stakeholders for an upcoming district review. Use of the included resources is optional. DESE expects that districts will tailor the provided templates to meet the needs of their communities and align with other district communications.

Please note the following:

* Letters should be shared on district letterhead and signed by the relevant district administrator(s). These are not official DESE communications.
* Districts should translate these letters for families and community members as needed.

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| **Audience** | **Resource** | **Description** |
| Community | Community Letter | This template letter notifies the community about the fact that the district has been selected for a review. It explains the basic purpose and structure of a review and includes the dates of the onsite week. |
| Families | Family Focus Group Invitation | This email draft can be used to invite families to participate in a focus group with the district review team. |
| Internal Stakeholders | Staff Focus Group Invitation | This email draft can be used to invite staff to participate in a focus group with the district review team. DESE recommends that districts tailor this email depending on the group they are inviting (teachers, school leaders, district administrators, etc.). |
| All (most useful to teachers and school leaders) | CLASS FAQ | This document answers frequently asked questions about the classroom observation portion of the district review and the CLASS protocol (the tool used during classroom observations. While this document may be shared widely, it will likely be most relevant to school leaders and teachers. |