# **Staff Focus Group/Interview Invitation [Template]**

**Subject**: Invitation: District Review Interview/Focus Group

Dear [Name/Colleagues],

As you may know, [District Name] is currently participating in a District Review conducted by the Department of Elementary and Secondary Education (DESE) in partnership with the American Institutes for Research (AIR). As part of this process, the review team would like to meet with you in an [interview or focus group] to learn more about your perspective and experiences. Your voice is an important part of helping the team gain an authentic understanding of our district’s strengths and areas for growth.

**What is the District Review?**

The District Review is a collaborative process designed to support district improvement and promote equity across schools. The review team uses interviews, focus groups, classroom visits, and document reviews to assess district performance in several key areas. Their findings are published in a public report, which helps inform local decision-making and guide future planning. (Past reports and resources are available on DESE’s [website](https://www.doe.mass.edu/accountability/district-review/reports.html).)

**Details:**

* Dates: The AIR team will be onsite the week of [insert dates].
* Length: Approximately [insert time, e.g., 45–60 minutes].
* Location: [Insert location or virtual meeting link].
* Focus: Conversations will be guided by DESE’s District Standards and Indicators. While the specific questions will be customized to our district, discussion will center on areas most relevant to your role and experience.

To help us schedule, please [insert instructions: e.g., reply with your availability, sign up via this link, or confirm the proposed date/time].

Thank you for the many ways you contribute to our schools and community. We are grateful for your time and look forward to your participation in this important process.

Warm regards,

[Your Name/Title]