## Massachusetts Department of Elementary and Secondary Education FY2024

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| **Name of Grant Program:** Massachusetts Literacy Institute | **Fund Code:** 583-2  |

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| PART IV – SCHOOL DISTRICT ASSURANCE FORM |

The Massachusetts Literacy Institute will support districts to create an elementary literacy plan.

As Superintendent, I support the participation of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ District in the Massachusetts Literacy Institute grant as outlined below:

1. I will ensure that the district-level leader, school administrator, and involved teachers participate in all grant activities.
	* **District Administration/School-Based Leadership**
		+ Make sure three elementary school teachers from the district are on the team
		+ Participate in professional learning along with the grant team (e.g., institutes, after-school planning sessions, Literacy Team meetings, data and/or grade level meetings)
		+ Attend all meetings
		+ Plan for and participate in one Showcase meeting (June 2024)
		+ Dedicate time to meet independently with grant team for 90 minutes between sessions to process materials shared and apply them to the development of their literacy plan
		+ Submit a School Assurance Form by December 20 with all grant participants (5-member grant team to attend meetings outside of school hours) and their contact information
	* **Teachers and Coaches**
		+ Participate in professional learning along with the grant team (e.g., institutes, after-school planning sessions, Literacy Team meetings, data and/or grade level meetings)
		+ Attend all meetings
		+ Plan for and participate in one Showcase meeting (June 2024)
		+ Dedicate time to meet independently with grant team for 90 minutes between sessions to process materials shared and apply them to the development of their literacy plan
2. I will cooperate with the Department of Elementary and Secondary Education (DESE) in the evaluation of the project.

**3.** Early Literacy Screening Assessment:

LEAs receiving this award will be required to share with DESE their student-level assessment data from the approved early literacy screening assessment that is administered in all schools during the grant period. DESE will support districts to submit the required data by June 30 of each year awarded. DESE will analyze the statewide data collected for research purposes. Analyses will only be reported in the aggregate (e.g., by grade-level, region, etc.) in order to meet state and federal confidentiality laws. Identifying information of LEAs and schools will not be reported. All reporting will protect the identities of students, educators, schools, districts, and LEAs.

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| **School District:** |  |
| **Typed Name of Superintendent:** |  |
| **Superintendent’s Signature:** |  |
| **Address:** |  |
| **Phone Number:** |  |
| **Email Address:** |  |
| **Date:** |  |