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Sample Communication for Delivering Results to District Staff

Dear [District staff],

Thank you for participating in the Student Perception Survey. We are excited to provide you with a report of the results for your district, which will give you a unique source of actionable feedback. Our hope is that when you review the results, you find yourself nodding at some points and being surprised by others, and that the report is organized in a way that you can apply the results right away.

[Insert language about report format (e.g., link, attachment, etc.).]

[Delete this section if district staff are not receiving teacher-level results.]  
Important Things to Know about Teacher-Level Reports

* **It is critical that teacher-level data is shared only with the individual teacher and possibly other administrators or coaches.** This is crucial to establish teacher trust.
* Teachers who had fewer than 10 survey responses will not receive teacher-level reports to protect student privacy.

[Update this section to reflect how you would like district staff to use results.]  
Important Things to Know about School- and District-Level Reports

* Set aside time for principals and district staff to review and reflect on the results together. Consider using early release days, professional development days, or in-service days. Lead the staff in a facilitated discussion to jointly agree on shared strengths and areas for growth.
* Ask the staff to prioritize the areas of growth and develop an action plan for how to improve results next year. Share your own plan for professional development.
* If you feel it is appropriate, you may want to share school- and district-level reports with your larger community. This is the only data that should be shared, as teacher-level reports are not appropriate for public view and should be used only for internal purposes.

[Student Perception Survey Resources](http://www.coloradoedinitiative.org/our-work/educator-effectiveness/studentsurvey/sps-results-reflection/)

* A district guide to using Student Perception Survey results [Attach an updated version of [this document](http://www.coloradoedinitiative.org/wp-content/uploads/2014/09/SPS_Results_Guidance-for-using-survey-Results_District-CEI.docx)]
* Survey instruments for grades [3-5](http://www.coloradoedinitiative.org/wp-content/uploads/2014/09/SPS_Administration_survey-instrument-3-5-CEI.pdf) and grades [6-12](http://www.coloradoedinitiative.org/wp-content/uploads/2014/09/SPS_Administration_survey-instrument-6-12-CEI.pdf)
* [Guidance for using results in the Unified Improvement Planning process](http://www.coloradoedinitiative.org/wp-content/uploads/2014/09/SPS_Results_UIP-Guidance-CEI.pdf)

Thank you again for engaging in this work.

[District staff]