This document is an editable template.

Please make sure to customize it for your district before distributing.

Sample Communication for Delivering Results to Principals

Dear [Principal],

Thank you for participating in the Colorado Student Perception Survey. We are excited to provide you with a report of your school’s results, which will give you a unique source of actionable feedback about your school. 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 principals are not receiving teacher-level results.]  
Important Things to Know about Teacher-Level Reports

* **NOTE: *Only* share teacher results with the individual teacher and possibly other administrators or coaches.** This is critical to establish teacher trust.
* Teachers who had fewer than 10 survey responses will not receive teacher-level reports to protect student privacy.
* Schools with a low student response rate will not receive a school-level report.

Important Things to Know about School- and District-Level Reports

* **NOTE: O*nly* share this data with your entire staff and school community.** Teacher-level reports are not appropriate for public view and should be used only for internal purposes.
* Establish time for your school 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.
* Be thoughtful and intentional about how to share results with parents and the wider community.

Student Perception Survey Resources

* A principal’s 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_Principal-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 your participation.

[District staff]