



Arizona Department of Education
Tom Horne, Superintendent of Public Instruction

August 2008

Dear Principal:

Recently, the Arizona Department of Education (ADE) released the Arizona LEARNS profiles for all schools as required by AZ 15-241. According to our records, your school has been given the preliminary label of "Failing to Meet Academic Standards". This is a result of having underperforming profiles for the past three consecutive years as described in state law, A.R.S. 15-241. Please be aware that a staff member from State Intervention will be in contact with you to further discuss the information listed below.

ARS 15-241 requires us to go through an appeals process. While the law does not require you to actually submit an appeal, an appeals committee will review your status. In addition, the State Intervention Unit must visit with representatives from the school and/or district prior to the appeals committee meeting. Research and Evaluation will be working collaboratively with us as we discuss your appeal should you choose to pursue one. We will call to determine the date, time and place for the pre-appeals meeting.

Once we have set a date, you will receive a reminder email and phone call with three attachments:

- 1. Agenda for the Appeal meeting**
- 2. A copy of the ASIP Implementation Questionnaire and**
- 3. A copy of the Appeals Rubric that will be completed by the AZ LEARNS Appeal Review Committee.**

The Appeals Rubric represents the instrument that will be used when evaluating any new and compelling evidence presented by you during the appeal visit. Our objective for the visit is to collect information to present to the AZ LEARNS Appeals Review Committee on your school's behalf. The AZ LEARNS Appeals Review Committee will make the final decision regarding the outcome of your appeal. You may want to have those personnel present who are most familiar with your appeal and your ASIP. Please have a copy of your ASIP available for reference during this meeting as we will be discussing the implementation of your School Improvement Plan. Also, please have the ASIP Implementation Questionnaire completed and ready for discussion during this meeting.

Because your school is "Failing to Meet Academic Standards" pending appeals, **you will be required to register for and attend the School Improvement and Intervention Forums.** A team of two to four people from your school is required to attend the School and Improvement and Intervention Forums. Team members could include but not be limited to the following: School Principal; School Improvement Team Members.

This series of forums is designed to assist schools that are either underperforming or did not make AYP as they seek to close the achievement gap. You will be required to attend these starting in September and we will be conducting forums in Flagstaff, Phoenix and Tucson. We are offering two days at each location to

give schools some flexibility in scheduling and you will only need to attend one day of the forums. To register, please go to the following link:

<http://www.ade.az.gov/onlineregistration/calendar/RenderCalendar.asp>.

If your school improvement appeal is successful, you will be able to cancel the Forum registrations without cost to your school.

We look forward to working with your school at the forums and throughout the school year. Have a great start to your school year.

Sincerely,

Robert Gray
Director of State Intervention

Kimberly Allen
Deputy Associate Superintendent
School Improvement and Intervention