# SAMPLE LETTER TO PRINCIPALS

How to use this document:

*[Districts can use this entire letter or just portions of it to communicate with principals about the teacher training requirements.]*

Dear [Principal],

Thank you for all your hard work over the past two years and for continuing to conquer the seemingly endless challenges that keep arising. One challenge, however, that has continued through the pandemic is teaching all our students to read at grade level before the end of third grade.

As you know, the state has set a requirement for all teachers who provide literacy instruction to students in grades K-3 to complete evidence-based training in teaching reading by Aug. 1, 2022, and to provide documentation of the completed training by Aug. 15, 2022, This is a one-time requirement for teachers. I know you face many challenges and burdens, but this is critical training and something we must accomplish. To make the process more efficient, we are asking that teachers submit their documentation using the Colorado Online Licensing system. Doing this will attach their READ certification to their teaching license and allow for efficient data reporting to CDE.

Please talk to your K-3 teachers and let them know about the importance of meeting this requirement by Aug. 1. If all our teachers do not meet the requirements our READ Act funds may be delayed or withheld for the 2022-23 school year. Our district received [insert local READ Act funding] in READ Act funds last year. [SD1] Each year going forward, we will need to make sure our teachers new to K-3 have met this requirement.

The training consists of 45 hours of professional development, and educators are advised to begin as soon as possible because it may take longer than anticipated. We have found that teachers who have completed the training have reported seeing gains in their effectiveness in teaching reading.

[If district has its own training, add that information in here.] Our district is dedicated to ensuring our teachers have met this requirement and is providing training here. [Link to district training].

Additionally, CDE has a no-cost option that can be found here:<https://www.cde.state.co.us/coloradoliteracy/k-3trainingrequirement-teachers>

To help you communicate about this requirement, we are sending a sample letter that you can provide to your teachers.

If you have been approved for eLicensing Verification Access in the COOL system, you can check to see if your teachers have submitted the proper documentation by following [these steps outlined on the CDE website](https://www.cde.state.co.us/coloradoliteracy/readactdesignation).

Thank you for recognizing the importance of this requirement for our district and for our students.

**ADDITIONAL RESOURCES**

* Click [here](http://www.cde.state.co.us/coloradoliteracy/k-3trainingrequirement-teachers) for more information about the K-3 Teacher Training in evidenced-based reading requirement.
* For more information on options for the teacher training requirements, visit [CDE’s website.](http://www.cde.state.co.us/coloradoliteracy/teacher-training#options)
* To read teacher testimonials on the value of the evidence-based training click [here](https://www.cde.state.co.us/thespark/thesparkaugust2021-0#2).
* [How to submit documentation to COOL](http://www.cde.state.co.us/coloradoliteracy/readactdesignation).