# Cascading CSI School Community Letter Templates

This document is intended to provide school and district leaders with templates for letters to inform their school community about the change in school improvement designation from Additional Targeted Support and Improvement (A-TSI) to Comprehensive Support and Improvement (CSI). These templates are intended to be used voluntarily and the language set forth is not required.

# Option 1

**[School Name]**[School Address]  
[City, State, ZIP]  
[Date]

Dear [School Name] Families,

I hope this message finds you and your family well. I am writing to share important information about our school and the steps we are taking to better serve our students.

Our school has recently been identified as a Comprehensive Support and Improvement (CSI) school by the Pennsylvania Department of Education. This means that our school needs to make significant improvements in areas such as student achievement, attendance, and growth. This designation comes after we were previously identified as an Additional Targeted Support and Improvement (A-TSI) school but did not meet the progress goals needed to exit that status.

I want to assure you that we take this designation very seriously. We see it as an opportunity to strengthen our school and provide the best possible education for your child. With support from our local intermediate unit, state, and district, we are developing a detailed improvement plan. This plan will focus on:

* [insert potential focus areas of the school improvement plan]

Your voice is essential in this process. We will be reaching out to parents and community members to discuss our plans and gather your feedback. We encourage you to participate in upcoming surveys and/or focus groups.

Together, we can make our school a place where every student thrives. Thank you for your ongoing support, and please feel free to contact me at [phone number] or [email address] if you have any questions or concerns.

Sincerely,  
[Principal’s Name]  
Principal, [School Name]

# Option 2

**[School Name]**[School Address]  
[City, State, ZIP]  
[Date]

Dear [School Name] Families,

I am writing to share important information about our school’s designation under Pennsylvania’s Every Student Succeeds Act (ESSA) plan. As you may know, our school was previously identified as an A-TSI (Additional Targeted Support and Improvement) school. This means that we were working to improve outcomes for specific student groups. However, because we did not meet the necessary progress benchmarks, our school has now been designated as a CSI (Comprehensive Support and Improvement) school.

This new designation means we will receive additional support from the Pennsylvania Department of Education (PDE) to help all of our students succeed. Being identified as a CSI school provides us with the opportunity to examine what’s working and where we need to make changes to ensure every child has access to a high-quality education.

We are committed to working with families, teachers, and the community to develop a plan that focuses on improving student achievement. Your voice is essential in this process, and we will provide opportunities for you to share your thoughts and ideas as we move forward.

If you would like to learn more about the federal designations please visit [PDE’s School Improvement and Accountability](https://www.pa.gov/agencies/education/programs-and-services/schools/every-student-succeeds-act-essa/school-improvement-and-accountability.html) web page. Additionally, information about our school’s performance can be found on the [Future Ready PA Index](https://www.futurereadypa.org/).

Thank you for your partnership as we work together to ensure success for every student. If you have any questions or would like to get involved in our improvement efforts, please don’t hesitate to contact me at [school contact information].

Sincerely,

[Your Name]  
[Your Title]  
[School Name]