**SAMPLE Communication to LEA**

**For Resource Allocation Review with SEA**

Dear LEA NAME participants,

We’re looking forward to the resource allocation review conversation on DATE. During the call, we will review visualizations of your district’s spending and outcomes data. The ultimate goal of the resource allocation review is for identified districts and identified schools to have a conversation about resource allocation and use in service of school improvement. Other than previewing the data visualizations, no preparation is necessary for this resource allocation review.

A few things to know about these data visualizations and how we’ll use them:

1) **The visualizations use publicly-reported data for your district.** All of the visualizations use the most recent ESSA-required school-by-school expenditure data districts reported to the state and achievement data reported by the state (SYXX-XX/FYXX). If you have questions, please let us know.

2) **These data are newly-reported** (and often the first time that the public are looking at them). Sometimes district leaders find the data surprising or uncomfortable, and we have found viewers often need to process the data in their own way. We don't yet generally see a close correlation between spending and outcomes.

3) **During our meeting, we'll discuss the visualizations.** In particular, we’ll look at the spending and outcomes of the schools identified as CSI in the context of the district as a whole and similar schools across the state. See the attached document for some initial tips on how to review the visualizations.

4) **Our discussions will follow a protocol** that is laid out on the first slide of the attached PowerPoint and attached as a standalone PDF. The specific speakers and time limits indicated at each step of the protocol ensures the conversation moves forward and that each participant is heard. We find that some participants like to have both the PowerPoint and PDF printed to reference during our conversation.

Our role primarily will be as facilitator of a conversation among your district team and school leaders of identified schools based on the protocol provided in the PowerPoint with your data visualizations.

Please let us know if you have any questions as you review the attached documents.

NAME(S)