

Month Day, Year

SAMPLE

|SiteName|

«Address_2_Mailing»

«City_Mailing», LA «Zipcode_Mailing»

Dear Principal/Director:

The Louisiana State Department of Education has contracted with the Picard Center for Child Development and Lifelong Learning to conduct the third party Infant, Toddler and Pre-K CLASS® observations called for in BESE Bulletin 140.

The Classroom Assessment Scoring System (CLASS®) is an observation instrument used to assess classroom quality. The CLASS® dimensions are based solely on interactions between teachers and children in classrooms; this system does not evaluate the presence of materials, the physical environment or safety, or the adoption of a specific curriculum. The CLASS® focuses on interactions between teachers and children and what teachers do with the materials they have (CLASS® Pre-K Manual, 2012).

We respectfully request that you inform your staff at *|SiteName|* that a certified, reliable CLASS® observer will conduct **at least one** formal CLASS® observation between September 15, 2021 through September 30, 2021. Please prepare your teachers for this observation by sharing our "[What to Expect on the Day of the CLASS® Observation](#)." This document outlines the protocols and public health precautions Picard Center observers will follow for all observations.

Due to COVID-19, the Picard Center will attempt to contact your site through telephone to gather up-to-date site information 1-5 days before the observation. Please have a copy of the teacher's schedule ready for the observer when they arrive or email in advance to classactull@gmail.com. In order to map out the four cycles of observation, the observer may verify with the administrator and/or teacher(s) that the schedule provided will be followed the day of the observation.

Typically, CLASS® observations take place in the morning and last approximately 2 hours. **If you have scheduled events during this time that preclude our observations (e.g., scheduled field trips, picture day, health screenings, holidays, teacher absences, professional development days), please contact the Picard Center by email classactull@gmail.com no later than 1 week before the scheduled timeframe of the observation. Also, be aware that observers do not have the authority to reschedule a visit.**

There will not be an exit interview after the observation. Following the observation, Picard will provide general feedback on the highest and lowest scoring CLASS® dimensions for infant observations and the two highest and two lowest scoring CLASS® dimensions for pre-K and toddler observations. This information will be available on the Louisiana Department of Education's Early Childhood portal within 2 weeks of the observation being conducted.

Sincerely,

Kara Farmer-Primeaux, MS, CCC-SLP

Project Director, Picard Center for Child Development and Lifelong Learning

Cc: «Agency_Contact» «Agency_Contact_2» «Agency_Contact_3» «Agency_Contact_4»

Enclosure