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To: Superintendents of Focus and Priority Schools
From: School and District Review Team, Office of Accountability
Date: August 25, 2015
Subject: Diagnostic Tool for School and District Effectiveness Certification Program

The purpose of this memo is to inform you about the Diagnostic Tool for School and District Effectiveness (DTSDE) Certification Program, an initiative designed to build the capacity of staff within Focus Districts in the DTSDE review process.

DTSDE Certification Program

The DTSDE Certification Program is designed to build the expertise and capacity of staff within Focus Districts to conduct the DTSDE review process. Selected candidates will participate in on-going professional development during the 2015-16 school year that will closely examine the DTSDE protocols, Statements of Practice, and Conceptual Frames.

Upon completion of the DTSDE Certification Program, candidates will have gained the knowledge, expertise and skill sets to successfully lead a DTSDE review, write a high-quality DTSDE report, and deliver quality professional development (PD) aligned to the DTSDE.

Prospective candidates for this program must complete a DTSDE Certification application. The application process is designed to assess both individual reviewer capacities for certification as well as district-level commitment to the DTSDE process. The DTSDE certification application will measure the candidate's ability to perform tasks aligned to the DTSDE process.

All Focus Districts are eligible to have representatives participate in the DTSDE Certification Program. To be eligible to apply for the DTSDE Certification Program, candidates must have participated in at least one Focus District Institute during the 2014-2015 school year. Candidates must be employees of a Focus District, although districts with three or fewer Priority and Focus schools may request that their contracted Outside Educational Expert participate in the DTSDE Certification Program. Districts with fewer than 20 Priority and Focus schools may nominate one person to participate in the DTSDE Certification Program. Districts with 20 or more Priority and Focus Schools may nominate up to three participants. Program participation is limited to 12 participants.

Participating Title I eligible Focus Districts can use SIG A funds to attend and participate in the Certification program. These funds can also be used to facilitate PD in respective districts to turnkey lessons learned in the Certification sessions. In addition, the funds are available to facilitate small

learning communities to support school improvement planning based on the recommendations from the site visit reports.

Interested candidates should complete the enclosed DTSDE Certification Application, and submit via email to: DTSDereviews@nysed.gov by Monday, September 28, 2015. More information regarding the program is available in the Certification Application.

Should you have any questions about the Certification Program, please contact the Office of School and District Review through our electronic mailbox at DTSDereviews@nysed.gov and designated staff will respond to the query as expeditiously as possible.

We look forward to supporting your improvement efforts in the new school year.

Enclosures

cc: Stephen Earley
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