



School Turnaround Office  
 89 Washington Avenue  
 5N EB Mezzanine  
 Telephone: (518)473-8852  
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Date

Name  
 Title  
 District  
 Address  
 City, State, Zip

RE: Systemic Supports for District and School Turnaround (SSDST) Grant  
 District name

Dear Name:

The New York State Education Department (NYSED) School Turnaround Office (STO) completed its check-in visit to \_\_\_\_\_ on \_\_\_\_\_. The purpose of this visit was to determine where the district is in the implementation of their SSDST grant; provide grantee support and assistance; as well as gauge its effectiveness within this project period.

The Department commends district staff for being well-prepared, collaborative and candid with the feedback they provided. The following chart contains a summary of the visit and the agreed upon next steps:

Local Education Agency	School/District/EPO/STO Representatives	Proposed Funding 2012-2014/ Project Strand(s) 1-4/ Date of Site Visit
Complete chart		
<b>Overall School and District Capacity</b>	<b>NYSED STO Team Feedback For Overall District Implementation to Date</b>	
Summary of Evidence Presented to Demonstrate Overall District Progress Towards Implementation of the Systemic Supports for District and School Turnaround (SSDST) Grant	<u>Strengths and Successes</u>	
	<u>Areas of Further Development, and Challenges/Barriers to Implementation</u>	

	<u>Potential Areas of Technical Assistance and/or Support</u>
<i>Further Actions in the Implementation Process</i>	<u>Next Steps</u>

Should you have any questions and/or need for additional information or technical assistance, please contact the School Turnaround Office [turnaround@mail.nysed.gov](mailto:turnaround@mail.nysed.gov), (518) 473-8852 or **[Insert NYSED STO district liaison name, email]**.

Sincerely,

**[Your name]**  
STO District Liaison

cc: **[Insert other District personnel present]**  
Sally Bachofer  
Owen Donovan  
**[Insert other NYSED STO personnel present]**