# SAMPLE LETTER TO TEACHERS

How to use this document:

*[Superintendents or principals can use this entire letter or portions of it to communicate with teachers and staff about the teacher training requirements.]*

Dear Teachers,

First, I want to thank you for all that you are doing for our school/district during another challenging school year. I deeply appreciate your commitment to our students and our school community. Because of you we have come through extremely difficult times together. There is one more thing I must ask of you so we can meet state law requirements and receive valuable funding for our school/district.

The Colorado READ Act requires every K-3 teacher to complete evidence-based training in teaching reading by Aug. 1 and submit documentation by Aug. 15. This is a one-time requirement for all current teachers who are responsible for literacy instruction in grades K-3. If you haven’t already completed the training, please complete it as soon as possible so we can receive our distribution of READ Act per-pupil dollars next fall.

The training consists of 45 hours of professional development, and it should begin as soon as possible because it may take longer than anticipated.

While I understand everyone is overwhelmed and busy, this is a state-level requirement that **must** be met. The training is meant to expand your understanding of the science of reading, empowering you to support your students with the most effective reading instruction. Studies have shown that systematic, explicit phonics instruction is the necessary foundation for successful reading instruction. And teachers who have completed the training have reported seeing gains in their effectiveness in teaching reading.

The READ Act defines a K-3 teacher who must complete this training as a "professional responsible for the literacy instruction of the student(s) and may include the main instructor for a class, an instructional coach, reading interventionist, special education teacher, Title I teacher or other personnel who are identified as effective in the teaching of reading."

Teachers may be able to demonstrate they have already received training if they have specific endorsements or have completed an approved undergraduate or graduate course in teaching reading, among other things. [CDE has a list of alternatives to the PD requirements on its website and instructions on how to submit proper documentation.](http://www.cde.state.co.us/coloradoliteracy/teacher-training#distboces)

If district has its own training, add that information in here. Our district is dedicated to ensuring our teachers have met this requirement and is providing training here. (Link to district training).

Additionally, CDE has a no-cost option that can be found here:<https://www.cde.state.co.us/coloradoliteracy/k-3trainingrequirement-teachers>

**Where to Submit Documentation**

Licensed teachers must submit documentation through the [Colorado Online Licensing system (COOL)](https://cool.randasolutions.com/Account/Login) with a free “designation application.” [Instructions for submitting documentation can be found on the CDE website](https://www.cde.state.co.us/coloradoliteracy/readactdesignation). Non-licensed teachers will begin their documentation submission process by completing a [Google Form](https://docs.google.com/forms/d/e/1FAIpQLSfCpcMC_nLhVyJnw2qt_zldKoKkB-kHTuo32Ive5QQjh8QI6w/viewform). The purpose of this form is to collect contact information of non-licensed teachers, so that an email can be sent requesting documentation of meeting the READ Act requirements. The email conversation will be conducted on a secure email server to protect personal identifiable information.

**EDUCATOR RESOURCES**

* Click [here](http://www.cde.state.co.us/coloradoliteracy/k-3trainingrequirement-teachers) for more information about the K-3 Teacher Training in evidenced-based reading requirement.
* For more information on options for the teacher training requirements, visit [CDE’s website.](http://www.cde.state.co.us/coloradoliteracy/teacher-training#options)
* To read teacher testimonials on the value of the evidence-based training click [here](https://www.cde.state.co.us/thespark/thesparkaugust2021-0#2).