



Dear Agency Director,

Your agency recently participated in the CLASS assessment project which is being conducted by DBCC and funded by the city of Chicago, Department of Family and Support Services (FSS). We wish to thank you for opening your classrooms to the DBCC assessors and for your ongoing efforts towards achieving and maintaining program excellence for children and families. The purpose of this letter is two fold. 1) To reiterate the type of reports that these observations will produce and 2) provide you with the CLASS data release of information process.

Based on the data obtained from the CLASS assessment of each of your classrooms, you will receive a collection of individualized reports in late spring. Through a system of data analysis the reports will provide you with valuable information about the classrooms, the site and your agency as a whole. The reports will explain the CLASS domains and dimensions, provide you with areas of strength and areas for potential growth and provide you with a guide for building high quality teacher-child interactions. In addition the reports will include visual profiles for at a glance information regarding your classroom score ranges. All of this information can then be used by both your agency and the city to help guide plans for targeted professional development.

The raw data, or actual assessment score books, will not be provided unless your agency wishes to obtain this information. This is due to the belief that the individualized classroom, site and agency reports that have been designed will be a more useful and comprehensive tool to use for program improvement.

However we are aware you or other stakeholders may wish to review the raw data. Therefore if you wish for your raw data (score books) to be sent to you or another source, please complete the form attached and return to FSS as indicated.

Again thank you for your participation

Sincerely,

Vanessa Rich
Deputy Commissioner, Children Services
Chicago Dept. of Children and Support Services

City of Chicago
Richard M. Daley, Mayor

Chicago Department of
Family and Support Services

Mary Ellen Caron, Ph.D.
Commissioner

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<http://www.cityofchicago.org>

Department of Family and Support Services
CLASS data release of information

1. _____ No, I do not want the raw data

2. _____ Please provide my Agency with a copy. Send information to:
Agency: _____
Contact Name: _____
Address: _____

3. _____ Yes, I wish to have the CLASS score books (raw data) for each of my classrooms sent to another stakeholder (3rd Party), Send information to:
Name: _____
Address: _____

Name of Agency

Signature of Agency Director

Date

Please return this form to:

Fax 312.743.7616

Deadline January 29, 2010