

## School Board Memo Template

**To:** [Governing body name]

**From:** Superintendent [name]

**Date:** [Month, day, year]

**Topic:** [Pilot name] Pilot Update

### **[Historical or current situation]**

As you are aware, our goals this school year have been to ensure that our district's students receive equitable access to **[academic, extracurricular program, facilities, or courses]**. While we have faced many challenges as a district meeting **[student group]**'s needs, we are continuing to learn, grow, and find solutions to **[improve achievement, advance equitable conditions, or repair harm]**.

Our district has historically **[add relevant data points]**. The information we've collected from the [time period] shows that we are on track for **[improvement or decline]** in our current environment.

### **[Pilot status]**

Per your earlier consent, since **[month, day, year]** we have partnered with **[solution provider, company, or organization]** to **[add service or product]**, allowing us to intervene swiftly with ample strategies to keep our students from falling through the cracks. Over the course of the first **[number of months]** months of the year, we have been able to identify **[number of students]** students that needed **[add details]**, as well as more strident approaches to support the **[percent]** percent of students who are even more critically at risk.

### **[Initial findings]**

**[Strategy or program]** has assisted us in providing these resources **[add details]** for **[number of]** students. As a result we've witnessed **[quantifiable or qualitative]** impact on **[student group]**'s progress between **[date started and current date]**. These initial findings are promising indeed!

## REPRODUCIBLE

### **[Forecasting]**

While we don't yet know what the ultimate outcomes of this pilot will be, we do know that having multiple data points to guide our actions is essential. The attached document contains **[number of]** reports that create opportunities for improvement and will help us continue to set goals for the upcoming school year. You can also click on this **[link]** that will bring you to a **[product website or district database]** with more detailed information. Please let me know what questions you may have or if you would like to visit the pilot site at **[location]** to see how it's rolling out.

### **[Personal or uplifting anecdote or observation]**

In closing, I'll leave you with this **[humanizing message]**.