

Submitted by _____ (the LEA)
Type or write school district name

This letter of intent serves as the Local Education Agency’s notice to the Illinois State Board of Education of the LEA’s intent to administer an alternate survey of learning conditions for school year 2026-2027 and the LEA’s commitment to the requirements defined in [Illinois School Code at 105 ILCS 5/2-3.153](#) and [Illinois Administrative Code at 23 IAC 1.97](#). The LEA understands that it must select one of the three approved alternate surveys and identify a survey coordinator.

Both the president of the LEA’s school board and the president of the local teachers union must sign the letter of intent to indicate agreement by both parties to use the alternate survey. The omission of either signature renders the letter of intent invalid.

The LEA understands that it must administer the alternate survey during the approved survey window, January 2027 through March 2027, and report its data in the official [template](#). Such information will be published on the Illinois Report Card website and used to calculate a [school's summative designation](#) in accordance with the accountability requirements set forth in Illinois School Code and Illinois Administrative Code. Failure to submit the required data and reports by the deadline will result in the LEA receiving zero points for accountability.

The LEA survey coordinator and superintendent, if different, must attend a meeting with ISBE as a condition of approval to administer an alternate survey. Failure to submit this signed letter of intent or to attend the mandatory meeting will result in disapproval of the LEA’s application to administer an alternate survey. An LEA that is not approved to administer an alternate survey is required to use the 5Essentials Survey.

President of the School Board

President of the Local Teachers Union

Signature

Signature

Print Name

Print Name

Date

Date

Application to Administer an Alternate Survey of Learning Conditions

The LEA survey coordinator and superintendent, if different, must attend a meeting with ISBE as a condition of approval to administer an alternate survey. Failure to submit this signed letter of intent or to attend the mandatory meeting will result in disapproval of the LEA’s application to administer an alternate survey. An LEA that is not approved to administer an alternate survey is required to use the 5Essentials Survey.

Our LEA will administer the following alternate survey in school year 2026-2027 (select one):

- Cognia Comprehensive School Climate Inventory (CSCI) Panorama

LEA survey coordinator:

Name: _____

Email: _____

Has your district administered this survey before? Yes No

Superintendent

Signature

Print Name

Date

Please return this signed letter of intent and application to ISBE via email at 5Essentials@isbe.net by **September 15, 2026**.