



# Illinois State Board of Education

**Dr. Tony Sanders**, State Superintendent of Education  
**Dr. Steven Isoye**, Chair of the Board

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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 intent to administer an alternate survey of learning conditions for school year 2023-24 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 two 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 22 to March 29, 2024**. Additionally, the LEA understands that it must provide data and reports to ISBE by **May 31, 2024**, in the [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.

**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, will attend a mandatory meeting with ISBE as a condition to be approved to administer an alternate survey. Failure to submit this signed letter of intent and application and to attend the mandatory meeting will result in the LEA not being approved to administer an alternate survey. An LEA that is not approved to administer an alternate survey will be required to use the 5Essentials Survey.

Our LEA will administer the following alternate survey in school year 2023-24 (select one):

Cognia       Comprehensive School Climate Survey

**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 by **September 15, 2023**, via mail or email to:

Illinois State Board of Education  
Safe and Healthy Climate - Wellness Department  
100 N. 1<sup>st</sup> St.  
Springfield, IL 62777  
[5Essentials@isbe.net](mailto:5Essentials@isbe.net)