**Sample Email to SBPIE Assessment Team**

(For the school administrator to send to selected team members)

**Date**: August 30, 2023

**To:** Bob Jones, ESE Dept. Chair

 Sandra Billingsly, Math Dept. Chair

 Kiara Hale, Reading Coach

 Rebecca Drake, SLP

 Dylan Brown, Parent, SAC

**From:** Dr. Tanya Smart, Principal

**Re:** School Best Practices for Inclusive Education (SBPIE) Assessment

In response to 2013 legislation (s[ection 1003.57, Florida Statutes)](http://www.leg.state.fl.us/statutes/index.cfm?mode=View%20Statutes&SubMenu=1&App_mode=Display_Statute&Search_String=1003.57&URL=1000-1099/1003/Sections/1003.57.html) requiring each district and school to complete a “Best Practices for Inclusive Education” (BPIE) assessment every three years, our school is preparing to complete this structured assessment process, led by a Florida Inclusion Network (FIN) facilitator or FIN-trained leader. Our school is scheduled to complete a SBPIE assessment this school year. You are invited to be part of the SBPIE assessment team who will complete this important process for our short-term and long-term improvement efforts.

The purpose of the SBPIE assessment is to facilitate the analysis, implementation, and improvement of **inclusive best practices** for students with disabilities on our campus. The SBPIE assessment process is designed to evaluate the current status of inclusive practices through the perspectives of educators and other stakeholders who represent varying areas of content knowledge and expertise and develop measurable goals and action steps to increase or improve inclusive practices across our school.

You are invited to participate in the SBPIE assessment process by individually reviewing and rating a number of indicators related to inclusive best practices occurring in our school. After your individual review and ratings, the SBPIE assessment team members will come together on (Date), (Time), at (Location) to share ratings, sources of evidence, and perspectives on inclusion in our school. During this time the team will discuss and reach a decision on a **final rating for** **each indicator**. After we have determined a final rating for all the indicators, we will have a brief discussion to **prioritize** specific indicators for the future development of goals and action steps for inclusion.

Attached to this email, you will find the SBPIE assessment instrument anddirections for reviewing and rating the indicators. Please bring your completed copy of the SBPIE Assessment Instrument to the SBPIE meeting. If you **cannot** attend the meeting, but would like to participate in rating the indicators, please complete the SBPIE Assessment Instrument and return it to me prior to the meeting date.

Thank you for your commitment to increase and improve inclusive outcomes for students with disabilities and their families in our school community. The knowledge and experience you bring to this process will be extremely valuable as we determine priority goals for our continuous improvement process.

Please contact me if you have any questions.