

SAMPLE

Month Day, Year

|SiteName|

«Address_2_Mailing»

«City_Mailing», LA «Zipcode_Mailing»

Dear Principal/Director:

The Louisiana State Department of Education has contracted with the University of Louisiana at Lafayette (UL Lafayette) to conduct the third party Infant, Toddler and Pre-K CLASS® observations called for in BESE Bulletin 140.

The Classroom Assessment Scoring System (CLASS®) is an observation instrument used to assess the quality of learning settings from birth through high school. The CLASS® measure focuses on key aspects of classroom interactions including, “Educators’ provision of emotionally safe and supportive interactions, support of children’s behavior, time, and engagement and facilitation of children’s cognitive and language development” (CLASS® Pre-K-3rd Observation Field Guide 2nd Edition, 2023, p. 3).

We respectfully request that you inform your staff at *|SiteName|* that a certified, reliable CLASS® observer will conduct **at least one** formal CLASS® observation between September 8, 2026 through September 30, 2026. Please prepare your teachers for this observation by sharing our [“What to Expect on the Day of the CLASS® Observation.”](#) This document outlines the protocols UL Lafayette CLASS observers will follow for all observations.

Please have an updated copy of the classroom roster for age verification and enrollment and a copy of the educator’s schedule ready for the observer when they arrive. You can email a copy of the daily schedule in advance to classactull@gmail.com. The observer will verify classroom information with the administrator and/or educator(s) to determine which CLASS® tool (Infant-Toddler or Pre-K) is most appropriate and to ensure the schedule provided will be followed the day of the observation.

Typically, CLASS® observations take place in the morning and last approximately 2 hours. **If you have scheduled events during this time that preclude our observations (e.g., scheduled field trips, picture day, health screenings, holidays, educator absences, professional development days), please contact the UL Lafayette CLASS team by email classactull@gmail.com no later than 1 week before the scheduled timeframe of the observation. Also, be aware that observers do not have the authority to reschedule a visit.**

There will not be an exit interview after the observation. Following the observation, UL Lafayette CLASS observers will provide general feedback on the two highest and two lowest scoring CLASS® dimensions for all third-party observations. This information will be available on the Early Childhood Observation System (ECOS) within 2 weeks of the observation being conducted.

Sincerely,

Kara Farmer-Primeaux, MS, CCC-SLP
Project DirectorCc: «Agency_Contact» «Agency_Contact_2» «Agency_Contact_3» «Agency_Contact_4»
Enclosure