Sample School Report Cards Letter to Parents

November 2021

Dear Parents and Guardians,

We have had a wonderful fall at \_\_\_\_\_\_\_\_ (school/district)! We are excited about \_\_, \_\_, and \_\_. As a learning community, we are continually looking to improve \_\_\_\_\_\_\_\_ at \_\_\_\_\_\_\_\_ (school/district). The school report card is one resource we use to reflect on our strengths and areas for improvement.

The Department of Public Instruction (DPI) is required by state statute ([Wis. Stat. 115.385](https://docs.legis.wisconsin.gov/statutes/statutes/115/II/385)) to generate a school report card and district report card for every publicly funded school and district in the state. The report cards are intended to help schools and districts use performance data to celebrate successes and improve their efforts to prepare students for their futures. These public report cards can be found online at: <http://dpi.wi.gov/accountability/report-cards>.

The current **school report card is primarily based on last year’s performance during the 2020-21 school year.** Due to the COVID-19 pandemic, DPI encourages caution when interpreting scores and ratings on the 2020-21 report cards.

At the foundation of the report cards are four priority areas. Schools and districts receive a score for each priority area:

* **Achievement** - proficiency in English language arts (ELA) and mathematics on the annual state assessments
* **Growth** - year-to-year progress in ELA and math achievement
	+ **Target Group Outcomes** - outcomes for students with the lowest test scores: the Target Group.
	+ **On-Track to Graduation** - reliable predictors of how successfully students are progressing toward completing their K-12 education.

The priority area scores are aggregated into an overall accountability score, from 0 to 100. This score is displayed on the front page of the school or district report cards. It is important to note that the 0 to 100 accountability score is not a “percent correct” measurement. Based on its score, a school or district receives one of five rating categories, from *Fails to Meet Expectations* to *Significantly Exceeds Expectations,* as well as corresponding one to five stars.

Here’s some information we’d like to share from our school/district report card:

*[DPI recommends sharing priority area or student engagement indicator results before overall scores*.]

I want to share these results with you because they help illuminate some of our successes and help pinpoint areas of focus in our school/district. But as DPI stresses, these report cards are just one source of information about our school. Here are some additional results that show we are moving in the right direction.

[*INSERT LOCAL DATA HERE.]*

School and district report cards can be accessed online at <http://dpi.wi.gov/accountability/report-cards> along with resources that explain the report cards. I have included the report card for \_\_\_\_\_\_\_\_ (school/district) here as well. Our school report card is also posted on our website: \_\_\_\_\_\_\_.

Please let me know your thoughts and questions as they arise. I look forward to working with you to make 2021-22 a successful school year for your student!

Sincerely,

(Name and contact information of principal/administrator)