November 2017

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 \_\_\_\_\_\_\_\_ (school/district). One source we use to reflect on our strengths and areas for improvement is the School Report Card.

The Department of Public Instruction (DPI) generates a School Report Card and District Report Card for every publicly funded school and district in the state. These public report cards can be found online   
at: <http://dpi.wi.gov/accountability/report-cards>. The Report Cards are intended to help schools and districts use performance data to target improvement efforts that ensure students are ready for their next educational step – including the next grade level, graduation, college, and careers.

The current **School Report Card is primarily based on last year’s performance, the 2016-17 school year**. At the foundation of the report cards are four priority areas. Schools and districts receive a score for each priority area:

* **Student Achievement** proficiency in English Language Arts (ELA) and mathematics on the annual state assessments
* **School Growth** measured by year-to-year progress in ELA and math achievement
  + **Closing Gaps** in performance between specific student groups (comparing English language learners, low-income students, students with disabilities, and members of a racial or an ethnic group with their peers)
  + **On-Track and Postsecondary Readiness** showing reliable predictors of how many students are on-track to graduate from high school and student readiness for post-high school success

Schools and districts are also evaluated on their level of student engagement – chronic absenteeism rates and dropout rates – when applicable.

The priority area scores are aggregated into an overall accountability score, from 0 to 100. This score is displayed in the top left corner 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.]*

DPI has produced two versions of each Report Card: a quick one-pager labeled “School Report Card” and lengthier, detailed version labeled, “School Report Card Detail.” Both versions can be accessed online at <http://dpi.wi.gov/accountability/report-cards> along with resources that explain the report cards. I have included the one page School Report Card for \_\_\_\_\_\_\_\_ (school/district) here as well.

As DPI stresses, these report cards are just one source of information about our school. Given that, I want to share some other data that helps illuminate some of our successes and helps pinpoint areas of work in our school/district. Here is some additional information that shows we are moving in the right direction.

[INSERT LOCAL DATA HERE.]

Please let me know your thoughts and questions as they arise. I look forward to working with you to make 2017-18 a successful school year for your child!

Sincerely,

(name and contact information of principal/administrator)