



Manitowoc Public School District

December 9, 2014

Ms. Melissa Aro  
Department of Public Instruction  
PO Box 7841  
Madison, WI 53707-7841

Dear Ms. Aro:

The purpose of this letter is to update the graduation data that was reported in error for students with disabilities for the Manitowoc Public School District for the 2011-2012 school year.

Upon reviewing a breakdown by graduation rate for our district we discovered that our students with disabilities were incorrectly reported. Our total count for the 2011-2012 year indicated 2 graduates when, in fact, the total should be 51 total receiving high school diplomas and should have been reported as 'high school completion'.

It is my understanding the information cannot be corrected in ISES as the window of time for this reporting period has passed. Please accept this letter explaining the inaccuracy in the reported graduation rate for 2011-2012. I understand this letter will be placed on the WINNS site.

Sincerely,

A handwritten signature in black ink, appearing to read "Joanne K. Metzen", written over a horizontal line.

Ms. Joanne K. Metzen  
Director of Pupil Services