

## Sample Parent/Guardian Notification – School Report Card, Accountability Information, & “Right-to-Know”

*The federal Elementary and Secondary Education Act (ESEA) requires districts to annually prepare and distribute district and school report cards to the parents/guardians of all children enrolled in district schools. Report cards must include information related to (1) assessments, (2) accountability, and (3) teacher quality as that information applies to the district as a whole and as it applies to each school within the district.*

*In addition to the report cards themselves, federal law requires that certain information be communicated to families of children enrolled in a district’s schools. This information must include, at a minimum: (1) the accountability and assistance level of the child’s school and district; (2) the reason for the level designation, such as the aggregate or high needs groups not meeting cumulative progress and performance index (PPI) targets; (3) an explanation of what the level designation means; (4) an explanation of the school and/or district improvement activities the district has initiated to increase performance in Level 2-4 schools, and how parents/guardians can become involved in school and district improvement activities; and (5) for Title I schools, information about right-to-know requirements regarding the professional qualifications of the student’s classroom teacher(s).*

---

[DATE]

Dear Parent or Guardian:

We are pleased to enclose [CUSTOMIZE: (an overview of)] our school's "report card". Report cards answer important questions about a school's overall performance and contain specific information about student enrollment and teacher qualifications, student achievement, accountability, how a school is performing relative to other schools in the district and the state, and the progress made toward narrowing proficiency gaps for different groups of students.

In this report you will find the following important information about our school:

**Student enrollment and teacher quality:** This section of the report card provides information about the students and teachers in our school as compared to the district and the state. If your child attends a school that receives federal Title I funds, you also have the right to request the following information about the qualifications of your child's classroom teachers:

- Whether your child's teacher is licensed in the grade levels and subject areas they teach
- Whether your child's teacher is teaching under an emergency license or waiver
- The college degree and major of your child's teacher
- Whether your child is provided services by paraprofessionals and, if so, their qualifications

**Assessment results:** This section of the report shows how our students are performing on the [CUSTOMIZE: Massachusetts Comprehensive Assessment System (MCAS) and/or Partnership for Assessment of Readiness for College and Careers (PARCC)] tests as compared to the district and the state.

**School and district accountability information:** This section of the report contains three important pieces of information:

- **Accountability and Assistance Levels:** Schools and districts are placed into one of five accountability and assistance levels (1-5), with the highest performing in Level 1 and lowest performing in Level 5. Our school has been placed into Level [CUSTOMIZE] because [CUSTOMIZE].
- **School Percentiles:** A school percentile between 1 and 99 is reported for most schools. This number shows the overall performance of our school relative to other schools that serve the same or similar grades. Our school percentile is [CUSTOMIZE]. This means that our school is performing higher than [CUSTOMIZE] percent of the [elementary/middle/high/etc.] schools in the state.
- **Progress and Performance Index (PPI):** The PPI is a number that indicates our school's progress toward narrowing proficiency gaps, or, in other words, helping *all* students reach proficiency and be prepared for success after high school. Massachusetts has set a goal of reducing proficiency gaps by half between the years 2011 and 2017. For a group of students to be considered to be making sufficient progress toward narrowing proficiency gaps, its cumulative PPI must be 75 or higher.

[LEVEL 2-5 SCHOOLS: To improve student achievement in our school, we are... (CUSTOMIZE)].

We encourage you to become involved in helping us improve our school. Some of the ways you can become involved are:

- Encouraging your child's learning at home
- Attending parent-teacher meetings and other special meetings
- Serving as a volunteer in our school or district
- Encouraging other parents to become involved

For more information about our school's report card or to request information about the qualifications of your child's classroom teachers, please feel free to contact us at [CUSTOMIZE].

Sincerely,

[NAME, TITLE]