Sample School Report Card Cover Letter (English)

The federal Every Student Succeeds Act (ESSA) requires districts to annually distribute school report cards to the families of all students enrolled in each of the district’s schools, regardless of the school’s Title I status or accountability determination. Report cards must include assessment and accountability results, teacher qualifications, and other information related to district and school performance.

In addition to the report cards themselves, ESSA requires that districts notify all parents of students enrolled in Title I schools that they may request, and the district will provide, certain information related to the professional qualifications of their student's classroom teacher(s).

A sample report card cover letter can be found on the next page. Text in [blue brackets] should be customized for each school.

[DATE]

Dear Families:

Every year, each public school and school district in Massachusetts receives a report card. Just as your child’s report card shows how they are doing in different subjects, the school’s report card is designed to show families how our school is doing in different areas. A link to our school’s report card is available at [INSERT URL].

The report card includes multiple measures of a school’s performance – more than just MCAS scores. It represents a new way of looking at school performance, by providing information on student achievement, teacher qualifications, student learning opportunities, and more.

Report cards are designed to be useful tools for everyone connected to our school. Families can use the information to have meaningful conversations with us about what the school is doing well and where there is room for improvement. Community and education leaders can use the information to better understand how to support students and our school.

You will notice on our report card that we are [CUSTOMIZE STATEMENT FOR AREA SCHOOL IS DOING WELL ON AND WANTS TO HIGHLIGHT]. To improve student performance in our school, we are [CUSTOMIZE STATEMENT FOR AREA SCHOOL WILL FOCUS ON FOR IMPROVEMENT]. We encourage you to become involved in helping us improve our school. We see parents as critical partners in the success of our students and school, and we are grateful for your continued support.

Finally, 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, and
* Whether your child is provided services by paraprofessionals and, if so, their qualifications.

If you have questions about our school’s report card, would like to become involved in school improvement activities, or would like to request information about the qualifications of your child’s classroom teacher, please contact [CUSTOMIZE]. To see our district’s report card or to search for other schools’ report cards, visit <reportcards.doe.mass.edu>.

Sincerely,

[NAME, TITLE]