Sample Letter to Parents

Alternate Accountability Report Cards

November 2023

Dear Parents and Guardians,

We have had a wonderful fall at \_\_\_\_\_\_\_\_ (school)! We are excited about \_\_, \_\_, and \_\_. As a learning community, we are continually looking to improve \_\_\_\_\_\_\_\_ at \_\_\_\_\_\_\_\_ (school). The school report card is one resource we use every year 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 use performance data to target their improvement efforts to prepare students for their futures. These public report cards can be found online at: <http://dpi.wi.gov/accountability/report-cards>.

Some schools, like ours, do not have the data necessary to calculate school report card scores and instead participate in an [Alternate Accountability](http://dpi.wi.gov/accountability/alternate-accountability) process. This includes new schools; schools without tested grades; schools with fewer than 20 full academic year students who took the state test; or schools with only one year of data from the state test. Because the report cards depend on multiple data points across multiple years, DPI cannot calculate a traditional report card score for schools in these scenarios. For the 2022-23 school year, our school participated in this Alternate Accountability process.

Alternate Accountability is a district-supervised self-evaluation process in which schools report and evaluate their performance in raising student achievement in English language arts (ELA), mathematics, and in preparing students to be on-track for college and careers. These priority areas align to those found in the school report cards. Instead of the five rating categories on the report card, Alternate Accountability schools receive a rating of either *Satisfactory Progress* or *Needs Improvement*.

\_\_\_\_\_\_\_\_ (school), based on our 2022-23 performance, is rated as \_\_\_\_\_\_\_\_ (satisfactory progress or needs improvement) as displayed on the front page of the school report card. District report cards include all students in the district, including students in our school. The district’s overall report card score is \_\_with a rating of \_\_, or \_\_stars.

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 challenge areas in our school/district. Here are some results showing that 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. Please note that since there is too little data to calculate regular scores for our school, you will see a lot of “NAs” throughout. 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 2023-24 a successful school year for your students!

Sincerely,

(name and contact information of principal/administrator)