

Sample Letter - Title I, Part A School Report Card Notification

Sample Cover Letter (English)
[Add School or District letterhead]

[Date]

Dear Parent,

Attached you will find a copy of the State of _____ [INSERT SCHOOL YEAR] School Report Card for [INSERT NAME OF SCHOOL]. This report is required and prepared by the Kansas State Department of Education. It is to be sent to the parent or guardian of every child enrolled in a Kansas public school. The report provides information concerning student performance on the Kansas Assessment Program (KAP), as well as information on student enrollment, class size averages, and financial expenditures.

The information contained in the School Report Card is required by federal law. The report for our school may or may not have all the information described because the information presented depends on whether the school is an elementary, middle, or high school.

Federal law requires that the School Report Card display information about the state, the district, and the school. Where possible, the information must be reported by race/ethnicity and socioeconomic status of the students and must include at least two years of results.

The Federal School Report Cards can be found online at <https://ksreportcard.ksde.org/>

A more complete report about [INSERT NAME OF SCHOOL], please contact my office.

Please contact me if you have any questions concerning this report card. Thank you for your continued support of [INSERT NAME OF SCHOOL]

Sincerely,

[INSERT PRINIPAL'S NAME]. Principal
[INSERT NAME OF SCHOOL]

Enclosures: Copy of the Federal School Report