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**REVISED 2023-24 TEMPLATE**

**(Letter Sent on District’s Letterhead)**

# District Annual Education Report (AER) Cover Letter

<DATE>:

Dear Parents and Community Members:

We are pleased to present you with the Annual Education Report (AER), which provides key information on the 2022-23 educational progress for <DISTRICT NAME> and our schools. The AER addresses the complex reporting information required by federal and some requirements of state laws. Our staff is available to help you understand this information. Please contact <DISTRICT STAFF NAME OR SCHOOL STAFF NAME> for help if you need assistance.

The DISTRICT AER is available for you to review electronically by visiting the following website **<INSERT LINK TO DISTRICT’S ANNUAL EDUCATION REPORT>** (SEE Q.7 AND Q.8 OF THE 2023-24 AER FAQ DOCUMENT FOR DIRECTIONS>, or you may review a copy in the main office at your child’s school. Each school will also be communicating their own AER to parents directly.

These reports contain the following information:

**Student Assessment Data**

* Includes the following three assessments: M-STEP (Michigan Student Test of Educational Progress), MI-Access (Alternate Assessment), and College Board SAT
* Presents assessment information for English language arts and mathematics for grades 3 to 8 and 11, and MI-Access science for grades 4, 7, and 11, compared to state averages for all students as well as subgroups of students.

**School Accountability Data**

* Includes information on schools’ performance on various measures such as student proficiency and growth on state assessments, graduation, and attendance rates. Performance is measured on 0-100 index scales
* Reports schools identified under three federally required categories for further support: Comprehensive Support and Improvement, Targeted Support and Improvement, and Additional Targeted Support

**Educator Qualification Data**

* Identifies the number and percentage of inexperienced teachers, principals, and other school leaders
* Reports teachers who are teaching with emergency or provisional credentials
* Includes teachers who are not teaching in the subject or field for which they are certified

**NAEP Data (National Assessment of Educational Progress)**

* Provides state results of the national assessment in mathematics and reading every other year in grades 4 and 8

**Civil Rights Data**

* Provides information on school quality, climate, and safety

Review the table below listing our schools. For the 2023-24 school year, schools were identified based on previous years’ performance using definitions and labels as required in the Every Student Succeeds Act (ESSA). A Targeted Support and Improvement (TSI) school is one that had at least one underperforming student subgroup in 2022-23. An Additional Targeted Support (ATS) school is one that had a student subgroup performing at the same level as the lowest 5% of all schools in the state in 2021-22. A Comprehensive Support and Improvement (CSI) school is one whose performance was in the lowest 5% of all schools in the state or had a graduation rate at or below 67% in 2021-22. Some schools are not identified with any of these labels. In these cases, no status label is given.

| School Name  **<LIST ALL SCHOOLS>** | Status Label  **<IDENTIFY TSI, ATS, CSI, AND NO LABEL SCHOOLS>** | Key Initiative to Accelerate Achievement  **<IDENTIFY THE KEY INITIATIVE>** |
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<THE SUPERINTENDENT SHOULD WRITE A CLOSING PARAGRAPH OF CONGRATULATIONS AND/OR ENCOURAGEMENT. INCLUDE A STATEMENT IDENTIFYING ACTIONS BEING TAKEN TO IMPROVE STUDENT ACHIEVEMENT IN THE DISTRICT AND SCHOOLS AND IDENTIFYING HOW PARENTS CAN GET INVOLVED.>

Sincerely,

<SUPERINTENDENT>