DISTRICT LETTERHEAD

REVISED 2016-17 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 2015-16 educational progress for the <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 web site <SEE Q.4 AND Q.5 OF THE 2016-17 AER FAQ DOCUMENT>, 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 science for grades 4, 7, and 11, compared to state averages for all students as well as subgroups of students. The report helps users to understand achievement performance within grades and schools, and to make comparisons to district, state, and national achievement benchmarks.

Accountability Scorecard – Detail Data and Status
The accountability portion of the AER includes assessment proficiency and participation rates, graduation or attendance rates, as well as accountability scorecard status.

Teacher Qualification Data

- Identifies teacher qualifications at district and school levels
- Reports percentage of core academic classes taught by teachers not considered highly qualified to teach such classes

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

Review the table below listing our schools. For the 2016-17 year, no new Priority or Focus schools were named; some Priority or Focus schools did exit their status because they met the exit criteria. New Reward schools were identified using school rankings and Beating the Odds information. A Focus school is one that has a large achievement gap between the highest and lowest achieving 30% of schools. A Priority school is one whose achievement and growth is in the lowest 5% of all schools in the state. A Reward school is one that has achieved one or more of the following distinctions: top 5% of schools on the Top-to-Bottom School Rankings, top 5% of schools making the greatest gains in achievement (improvement metric), or "Beating the Odds" by outperforming the school's predicted ranking and/or similar schools. 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 FOCUS, PRIORITY, REWARD AND NO LABEL SCHOOLS>	Key Initiative to Accelerate Achievement <IDENTIFY THE KEY INITIATIVE>

<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>