**This parent/guardian letter template is targeted for the public in a Low Performing school district**

NOTE TO SCHOOL: DO NOT PRINT BRACKETED, ITALICIZED AREAS OF NOTATION WHERE SCHOOL-SPECIFIC INFORMATION NEEDS TO BE INSERTED.

LEA/School letterhead

Date

Dear Parent/Guardian:

I hope the school year has started successfully for all of you. As a member of this community, I am writing to let you know ***Insert name of the district*** has been designated as a low performing district by the North Carolina State Board of Education. As defined in *G.S. 115C-105.37*: “The State Board of Education shall design and implement a procedure to identify low-performing schools on an annual basis. Low-performing schools are those that receive a school performance grade of D or F and a school growth score of "met expected growth" or "not met expected growth" as defined by *G.S. 115C-83.15*.” Additionally, the new law, *G.S. 115C-105.39A* states, “A low-performing local school administrative unit is a unit in which the majority of the schools in that unit that received a school performance grade and school growth score as provided in *G.S. 115C-83.15* have been identified as low-performing schools, as provided in *G.S. 115C-105.37.*”

The State Board of Education has found that ***insert the percent of schools identified as low performing in the district*** of the schools in ***Insert name of the district*** have received a school performance grade of D or F and a school growth score of "met expected growth" or "not met expected growth" which designates the district as low-performing.

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| School Performance Grades are calculated for all schools as required by the North Carolina Every Student Succeeds Act State Plan and North Carolina General Statute 115-C 83.15. A-F letter grades are assigned to all public schools in the state.

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| School Performance Grades are assigned using a weighted model of 80% achievement and 20% growth. Schools with a grade span that does not go beyond 8th grade (grades 3-8, referred to as Elementary/Middle) use a defined set of indicators for the letter grades. Schools with a grade span starting at 9th grade (grades 9-13, referred to as High School) use another set of indicators. Schools with grades in both grade spans use the indicators from each combined to create one letter grade. These grades are used to identify schools in need of Comprehensive Support and Improvement (CSI) as required by ESSA. Also, as required by state law, School Performance Grades and a school's growth status determines whether a school is low-performing or a district is low-performing. Lists of CSI schools and low-performing schools and districts will be posted on the Accountability Services website after approval by the State Board of Education in October.**Elementary/Middle Indicators**

|  |  |
| --- | --- |
|  Reading/Mathematics Assessments | **80%** |
|  English Learner Progress |
|  Science Assessments |
|  EVAAS School Growth  (Reading, Mathematics and  Science) | **20%** |
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**High School Indicators**

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| --- | --- |
|  Reading/Mathematics Assessments | **80%** |
|  English Learner Progress |
|  4-year Cohort Graduation Rate |
|  Biology Assessments |
|  ACT/WorkKeys Assessments |
|  Passing NC Math 3 Course |
|  EVAAS School Growth  (Reading and Mathematics) | **20%** |
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As a low performing district, we are required to develop an improvement plan that specifically addresses how the district will improve both the school performance grade and school growth score of each low-performing school in the district, and how the superintendent and other central office administrators will work with each low-performing school and monitor the low-performing school's progress. In addition the plan will address how current district policy should be changed to improve student achievement throughout the district, specifically focused on improving both the school performance grade and school growth score. The plan will be presented to our local school board at their next meeting, ***insert date, time and place of the local school board meeting where the plan will be presented for approval.*** After the initial approval by our board of education, we will submit the plan to the State Board of Education for review. The State Board’s designee, staff members of NCDPI’s Regional and District Support Division, will read each plan and provide feedback to the district. After considering the feedback from the state, our local board of education will give final approval to the plan so that the final plan for improvement can be posted on our local district website ***Insert district website*** as well as the NCDPI’s website ([www.ncpublicschools.org](http://www.ncpublicschools.org) ).

Our district is focused on continuous improvement and I look forward to working with each of you as we continue to focus on providing the best education for our children. Please don’t hesitate to contact me with any specific questions as we move through this process.

Sincerely,

[*Superintendent’s name*]