

**ACTION REQUIRED**

January 23, 2014

TO THE SUPERINTENDENT ADDRESSED:

The 2012-13 School Report Cards (SRC) for the campuses in your district are now available from the Texas Education Agency's website at:

<http://ritter.tea.state.tx.us/perfreport/src/2013/campus.srch.html>

To access, print, or save reports, go to the address shown above and follow the directions. The SRC reports are not mailed to districts.

- *School Report Card* – As required by statute, these report cards must be disseminated to the “parent, guardian, conservator, or other person having lawful control of each student at the campus.” Please note:

**Distribution to Campuses.** The principals of the campuses in your district will be notified by TEA via email that their SRC is available. However, it is the district's responsibility to provide the SRCs to the campuses for distribution to the parents. If requested, the school district is required to provide a copy of a school report card to any other party.

**Distribution to Parents.** The SRC must be disseminated to parents within six calendar weeks after being notified by TEA that it is available. The campus administration may provide the SRC in the same manner it normally transmits official communications to parents and guardians, such as including the SRC in a weekly folder sent home with each student, mailing it to the student's residence, providing it at a teacher-parent conference, or enclosing it with the student report card. Districts may electronically distribute the School Report Card if the district can ensure that parents and guardians are notified that the School Report Card is available and can access it. The school or district must provide a printed copy to anyone who does not have electronic access.

The 2012-13 SRCs are displayed in color; however, schools may provide black and white printed copies for distribution.

While schools are required, at a minimum, to provide the report cards to parents and guardians, they are not limited to providing just this information. The school may supplement the SRC with information that highlights other performance.

All schools that reported student enrollment in the fall 2012 PEIMS submission will have an SRC, including Juvenile Justice Alternative Education Program (JJAEP) and Disciplinary Alternative Education Program (DAEP) campuses, and schools paired for accountability rating purposes. Since the SRCs for JJAEP, DAEP, and paired campuses do not have STAAR performance results, districts are not required to

distribute the SRC for these campuses, but may do so, if desired. Otherwise, all schools with a TEA-generated SRC are required to distribute a report.

Note that schools that are new in 2013-14 will not have a 2012-13 SRC and are not required to distribute a report.

- **Sample Cover Letter** – A cover letter for the SRC **is not required**, **but** many schools find it useful to provide one. A sample cover letter to parents is available (at the link below) for the school's use (in English and Spanish).
- *Definitions* – Brief definitions of the items included in the SRC are also available at the link below. Definitions are not required to be provided to parents, but many schools find it useful to include them with the reports. A Spanish translation of the *Definitions* will be available soon.

The text of this email is posted at the Texas Education Agency Correspondence site. Links at the bottom allow for access to the attachments (the sample cover letters and the *Definitions*) in an electronic format:

[http://www.tea.state.tx.us/src\\_2012-13/](http://www.tea.state.tx.us/src_2012-13/)

If parents have follow-up questions about the information provided, the *Glossary* produced for the 2012-13 Texas Academic Performance Report (TAPR) contains detailed definitions and sources of data for all the information included in the SRC. The data in the SRC is a subset of that published in the TAPR.

The TAPR *Glossary* can be viewed and/or downloaded from the following website address:

<http://ritter.tea.state.tx.us/perfreport/tapr/2013/glossary.html>

The Commissioner of Education rules governing the School Report Card, see 19 TAC §61.1021, located on the agency's website at:

<http://ritter.tea.state.tx.us/rules/tac/chapter061/ch61bb.html>

We hope you find this material informative and helpful. If, after reviewing the enclosed materials you have questions regarding the SRC, please contact the Division of Performance Reporting at the email address shown below.

#### Contact Information

Texas Education Agency

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