

Sample Cover Letter (English)

[Date]

Dear Parent,

Attached you will find a copy of the State of Texas 2019 School Report Card for [name of school]. This report is required by the Texas Legislature and prepared by the Texas Education Agency. It is to be sent to the parent or guardian of every child enrolled in a Texas public school. The report provides information concerning student performance on the State of Texas Assessments of Academic Readiness (STAAR) as well as information on student enrollment, class size averages, and financial expenditures. Due to COVID-19, STAAR assessments were cancelled for the 2020 school year. Therefore, several data points have not been updated, including STAAR academic growth data.

The information contained in the School Report Card is required by state law and is briefly described in the enclosed 2019-20 School Report Card Definitions." The report for our school may not have all the information described because the information presented depends on whether the school is an elementary, middle, or high school.

State 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, gender, and the student's home language. For more information, please contact the Texas Education Agency at (800) 252-1000 or visit the website at <http://tea.texas.gov>.

https://tea.texas.gov/Student_Testing_and_Accountability/Accountability/State_Accountability/Performance_Reporting/School_Report_Cards

A more complete report about [name of school], the Texas Academic Performance Report (TAPR), is available by contacting my office or can be accessed online at <https://rptsvr1.tea.texas.gov/perfreport/tapr/index.html>

Please contact me if you have any questions concerning this report card. Thank you for your continued support of [name of school].

Sincerely,

[name], Principal
[name of school]

Enclosures