2016 Report Cards

How to prepare and distribute district and school report cards

MASSACHUSETTS DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION

Background information

- Report cards are important tools for sharing district and school information with families and the general public

- The federal Elementary and Secondary Education Act (ESEA) requires districts to annually prepare and distribute district and school report cards to the parents/guardians of all children enrolled in district schools

- Since 2007, the Massachusetts Department of Elementary and Secondary Education (ESE) has prepared district and school report cards that contain all federally required elements, and has made them available to districts and the general public via our School and District Profiles website

Reporting requirements

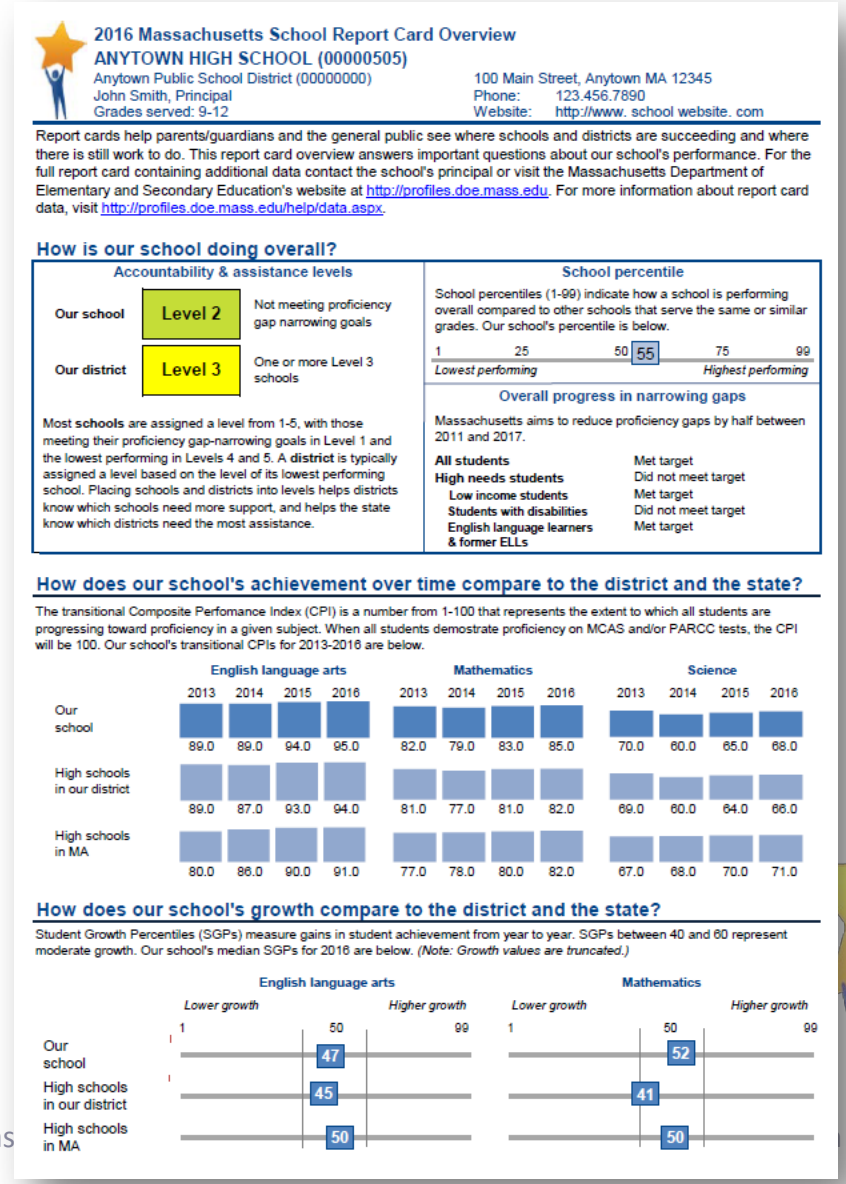
- Report cards must include enrollment, teacher quality, assessment, and accountability data
- In addition to the report cards themselves, federal law requires that certain information be communicated to families of children enrolled in all district schools. This information must include, at a minimum:
  - the accountability and assistance level of the child's school
  - the reason for the level designation, such as the aggregate or high needs groups not meeting cumulative progress and performance index (PPI) targets, and an explanation of what the level designation means
  - for Level 2-5 schools, an explanation of the school and/or district improvement activities the district has initiated to increase performance, and how parents/guardians can become involved in school and district improvement activities
  - for Title I schools, information about right-to-know requirements regarding the professional qualifications of the student's classroom teacher(s)

ESE has developed a sample parent/guardian notification, available in 10 languages, that districts and schools may modify and use as a cover letter for the report card

School report card overview

Page 1 contains:

- contact information
- school and district accountability and assistance levels, school percentile, and gap-narrowing information
- MCAS and/or PARCC achievement and growth data for the school, compared to similar schools in the district and the state



2016 Massachusetts School Report Card Overview

ANYTOWN HIGH SCHOOL (00000505)

Anytown Public School District (00000000)
John Smith, Principal
Grades served: 9-12

100 Main Street, Anytown MA 12345
Phone: 123.456.7890
Website: http://www. school website. com

Report cards help parents/guardians and the general public see where schools and districts are succeeding and where there is still work to do. This report card overview answers important questions about our school's performance. For the full report card containing additional data contact the school's principal or visit the Massachusetts Department of Elementary and Secondary Education's website at http://profiles.doe.mass.edu. For more information about report card data, visit http://profiles.doe.mass.edu/help/data.aspx.

How is our school doing overall?

Accountability & assistance levels

Our school: Level 2 — Not meeting proficiency gap narrowing goals
Our district: Level 3 — One or more Level 3 schools

Most schools are assigned a level from 1-5, with those meeting their proficiency gap-narrowing goals in Level 1 and the lowest performing in Levels 4 and 5. A district is typically assigned a level based on the level of its lowest performing school. Placing schools and districts into levels helps districts know which schools need more support, and helps the state know which districts need the most assistance.

School percentile

School percentiles (1-99) indicate how a school is performing overall compared to other schools that serve the same or similar grades. Our school's percentile is below.

1 — 25 — 50 — 55 — 75 — 99
Lowest performing — Highest performing

Overall progress in narrowing gaps

Massachusetts aims to reduce proficiency gaps by half between 2011 and 2017.

All students	Met target
High needs students	Did not meet target
Low income students	Met target
Students with disabilities	Did not meet target
English language learners & former ELLs	Met target

How does our school's achievement over time compare to the district and the state?

The transitional Composite Perfomance Index (CPI) is a number from 1-100 that represents the extent to which all students are progressing toward proficiency in a given subject. When all students demostrate proficiency on MCAS and/or PARCC tests, the CPI will be 100. Our school's transitional CPIs for 2013-2016 are below.

	English language arts				Mathematics				Science			
	2013	2014	2015	2016	2013	2014	2015	2016	2013	2014	2015	2016
Our school	89.0	89.0	94.0	95.0	82.0	79.0	83.0	85.0	70.0	60.0	65.0	68.0
High schools in our district	89.0	87.0	93.0	94.0	81.0	77.0	81.0	82.0	69.0	60.0	64.0	66.0
High schools in MA	80.0	86.0	90.0	91.0	77.0	78.0	80.0	82.0	67.0	68.0	70.0	71.0

How does our school's growth compare to the district and the state?

Student Growth Percentiles (SGPs) measure gains in student achievement from year to year. SGPs between 40 and 60 represent moderate growth. Our school's median SGPs for 2016 are below. *(Note: Growth values are truncated.)*

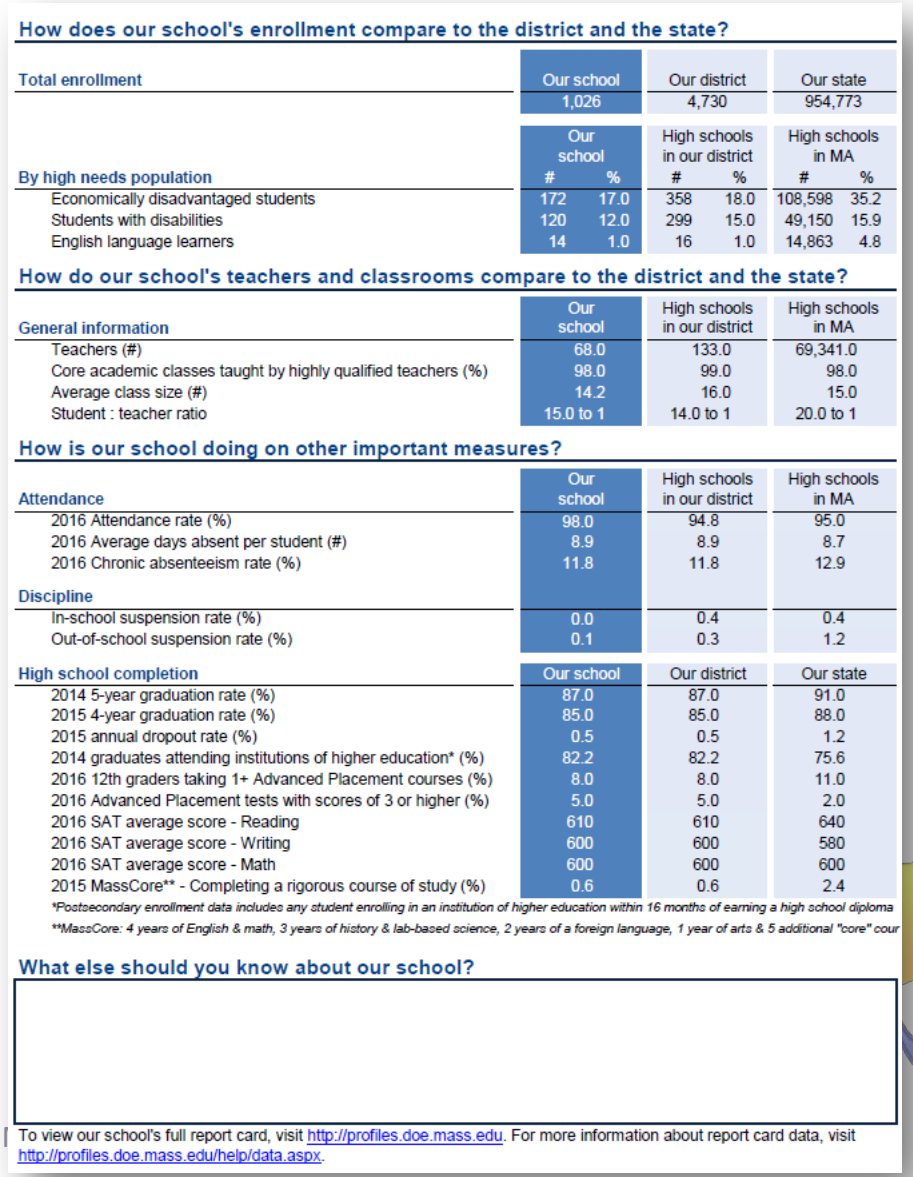
	English language arts	Mathematics
	Lower growth — Higher growth	Lower growth — Higher growth
	1 — 50 — 99	1 — 50 — 99
Our school	47	52
High schools in our district	45	41
High schools in MA	50	50

School report card overview

Page 2 contains data about the school, compared to similar schools in the district and the state:

- enrollment
- teachers and classrooms
- attendance
- discipline
- high school completion

Page 2 also includes space for districts or schools to provide additional information about the school (e.g., narrative, additional contact information, etc.)



How does our school's enrollment compare to the district and the state?

Total enrollment	Our school	Our district	Our state
	1,026	4,730	954,773

By high needs population	Our school #	Our school %	High schools in our district #	High schools in our district %	High schools in MA #	High schools in MA %
Economically disadvantaged students	172	17.0	358	18.0	108,598	35.2
Students with disabilities	120	12.0	299	15.0	49,150	15.9
English language learners	14	1.0	16	1.0	14,863	4.8

How do our school's teachers and classrooms compare to the district and the state?

General information	Our school	High schools in our district	High schools in MA
Teachers (#)	68.0	133.0	69,341.0
Core academic classes taught by highly qualified teachers (%)	98.0	99.0	98.0
Average class size (#)	14.2	16.0	15.0
Student : teacher ratio	15.0 to 1	14.0 to 1	20.0 to 1

How is our school doing on other important measures?

Attendance	Our school	High schools in our district	High schools in MA
2016 Attendance rate (%)	98.0	94.8	95.0
2016 Average days absent per student (#)	8.9	8.9	8.7
2016 Chronic absenteeism rate (%)	11.8	11.8	12.9
Discipline			
In-school suspension rate (%)	0.0	0.4	0.4
Out-of-school suspension rate (%)	0.1	0.3	1.2

High school completion	Our school	Our district	Our state
2014 5-year graduation rate (%)	87.0	87.0	91.0
2015 4-year graduation rate (%)	85.0	85.0	88.0
2015 annual dropout rate (%)	0.5	0.5	1.2
2014 graduates attending institutions of higher education* (%)	82.2	82.2	75.6
2016 12th graders taking 1+ Advanced Placement courses (%)	8.0	8.0	11.0
2016 Advanced Placement tests with scores of 3 or higher (%)	5.0	5.0	2.0
2016 SAT average score - Reading	610	610	640
2016 SAT average score - Writing	600	600	580
2016 SAT average score - Math	600	600	600
2015 MassCore** - Completing a rigorous course of study (%)	0.6	0.6	2.4

*Postsecondary enrollment data includes any student enrolling in an institution of higher education within 16 months of earning a high school diploma

**MassCore: 4 years of English & math, 3 years of history & lab-based science, 2 years of a foreign language, 1 year of arts & 5 additional "core" cour

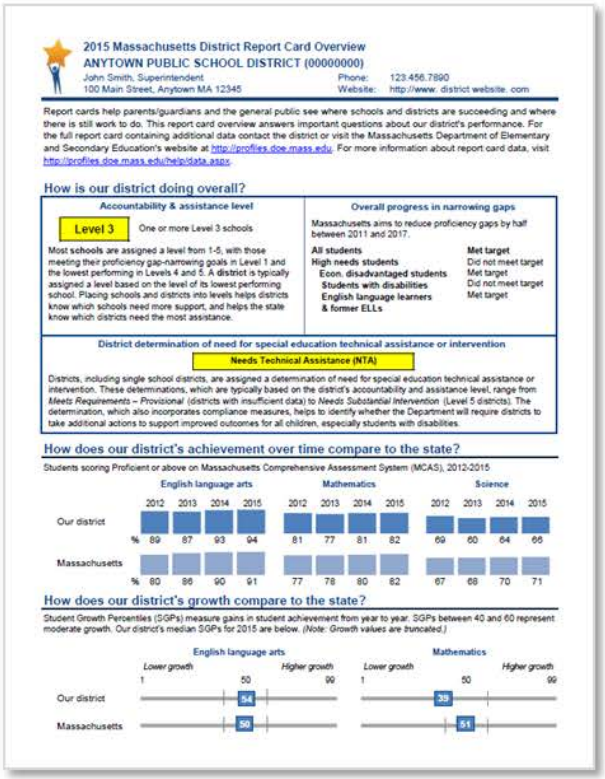
What else should you know about our school?

To view our school's full report card, visit http://profiles.doe.mass.edu. For more information about report card data, visit http://profiles.doe.mass.edu/help/data.aspx.

District report card overview

The district report card overview is similar the school report card overview, with a few exceptions:

- Data in the district overview are reported for the district and the state as a whole and not by school type
- The district overview is three pages in length and contains a list of each school's accountability and assistance level



2015 Massachusetts District Report Card Overview

ANYTOWN PUBLIC SCHOOL DISTRICT (00000000)

John Smith, Superintendent
100 Main Street, Anytown MA 12345

Phone: 123.456.7890
Website: http://www.district website.com

Report cards help parents/guardians and the general public see where schools and districts are succeeding and where there is still work to do. This report card overview answers important questions about our district's performance. For the full report card containing additional data contact the district or visit the Massachusetts Department of Elementary and Secondary Education's website at http://profiles.doe.mass.edu. For more information about report card data, visit http://profiles.doe.mass.edu/help/data.aspx.

How is our district doing overall?

Accountability & assistance level

Level 3 — One or more Level 3 schools

Most schools are assigned a level from 1-5, with those meeting their proficiency gap-narrowing goals in Level 1 and the lowest performing in Levels 4 and 5. A district is typically assigned a level based on the level of its lowest performing school. Placing schools and districts into levels helps districts know which schools need more support, and helps the state know which districts need the most assistance.

Overall progress in narrowing gaps

Massachusetts aims to reduce proficiency gaps by half between 2011 and 2017.

	Met target
All students	Did not meet target
High needs students	Met target
Econ. disadvantaged students	Did not meet target
Students with disabilities	Met target
English language learners & former ELLs	

District determination of need for special education technical assistance or intervention

Needs Technical Assistance (NTA)

Districts, including single school districts, are assigned a determination of need for special education technical assistance or intervention. These determinations, which are typically based on the district's accountability and assistance level, range from *Meets Requirements – Provisional* (districts with insufficient data) to *Needs Substantial Intervention* (Level 5 districts). The determination, which also incorporates compliance measures, helps to identify whether the Department will require districts to take additional actions to support improved outcomes for all children, especially students with disabilities.

How does our district's achievement over time compare to the state?

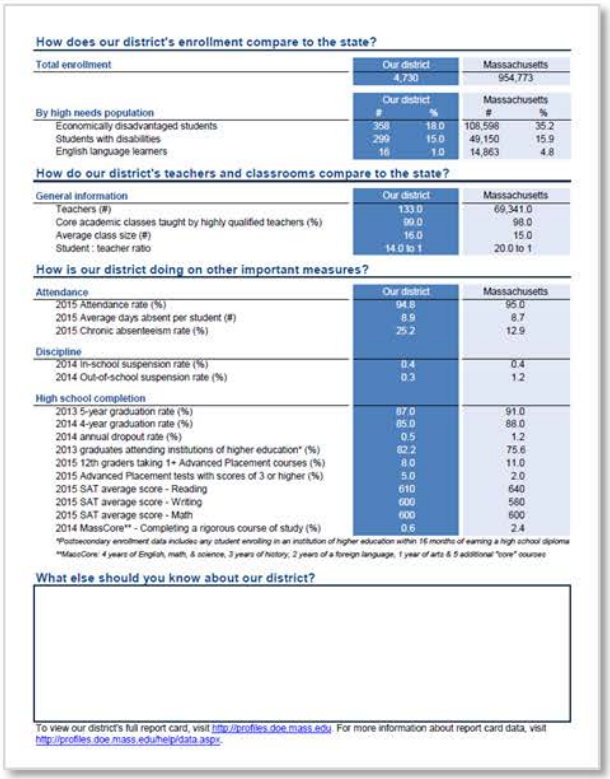
Students scoring Proficient or above on Massachusetts Comprehensive Assessment System (MCAS), 2012-2015

	English language arts				Mathematics				Science			
	2012	2013	2014	2015	2012	2013	2014	2015	2012	2013	2014	2015
Our district	% 89	87	93	94	81	77	81	82	69	60	64	66
Massachusetts	% 80	86	90	91	77	78	80	82	67	68	70	71

How does our district's growth compare to the state?

Student Growth Percentiles (SGPs) measure gains in student achievement from year to year. SGPs between 40 and 60 represent moderate growth. Our district's median SGPs for 2015 are below. *(Note: Growth values are truncated.)*

	English language arts		Mathematics	
	Lower growth 1	Higher growth 99	Lower growth 1	Higher growth 99
	50		50	
Our district	54		39	
Massachusetts	50		51	



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General information	Our district	Massachusetts
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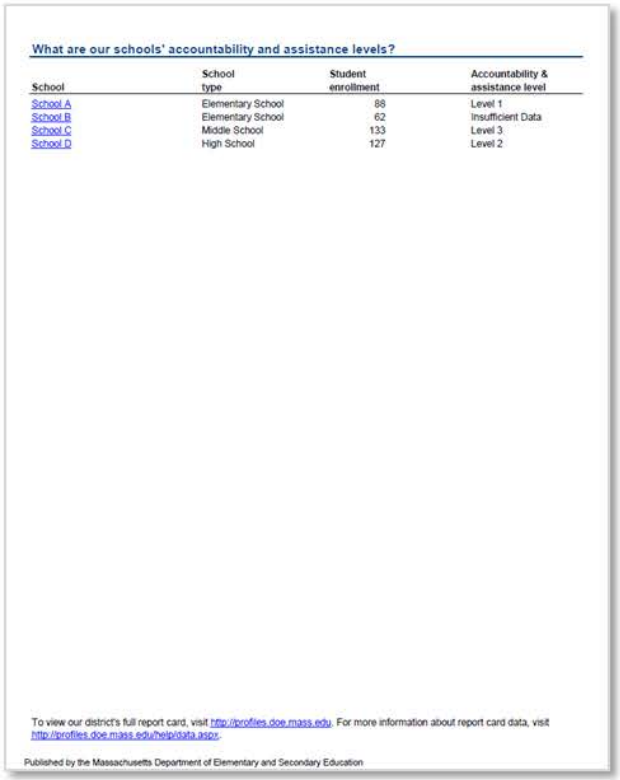


What are our schools' accountability and assistance levels?

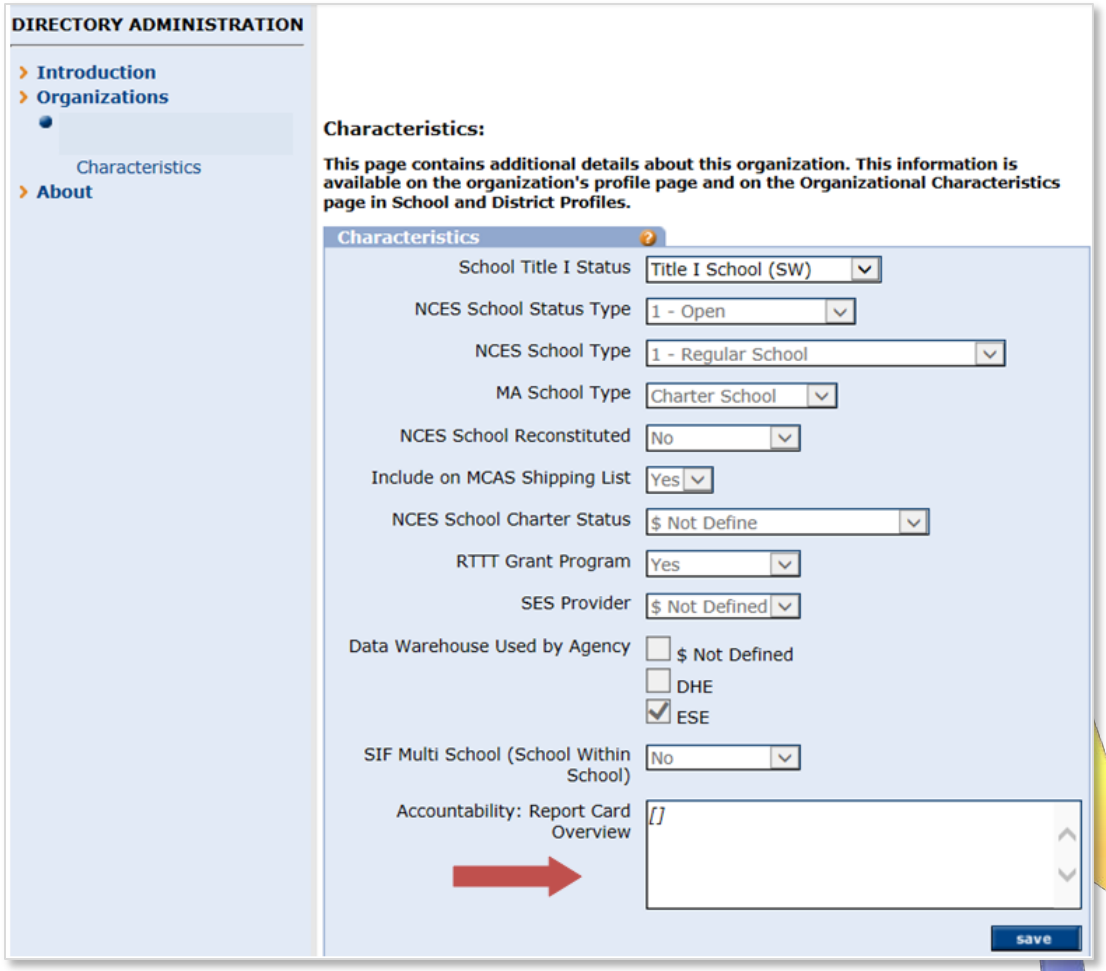
School	School type	Student enrollment	Accountability & assistance level
School A	Elementary School	88	Level 1
School B	Elementary School	62	Insufficient Data
School C	Middle School	133	Level 3
School D	High School	127	Level 2

To view our district's full report card, visit http://profiles.doe.mass.edu. For more information about report card data, visit http://profiles.doe.mass.edu/help/data.aspx.

Published by the Massachusetts Department of Elementary and Secondary Education

Adding text to the overview

Users that have the *Characteristics Administrator* role for the school or district may add text using the Directory Administration (DA) tool in ESE's Security Portal



Helpful hints:

- Limit text to 900 characters, including spaces. Longer text may be cut off on the overview
- Compose your information in a word processing program to check for spelling and grammar, then copy your text into the field in DA
- Update this text as often as necessary. Changes will appear on the report card overview immediately!

Distribution requirements

- Schools and districts must make report cards available:
  - to parents/guardians;
  - on district and school websites; and
  - in local community centers.

- School report card overviews must be distributed to families of students enrolled in all district schools. The overview contains a link to the school's complete online report card.

- District report cards overviews and complete report cards may be posted online and made available via alternative means.

- Districts and schools are encouraged to use ESE's report card; however, if the district has an existing method of communicating this information to parents/guardians, it does not need to use the ESE format. Regardless of the format, the report card must contain all federally-required elements, including NAEP data.

Distribution requirements

Requirement 1: To parents/guardians

School report cards must be distributed to parents/guardians in <u>at least one</u> of the following ways:

- Electronically*
  - Example: emailing a PDF copy of the report card overview and cover letter to parents/guardians, and including a link to the complete report card
- By distributing hard copies to parents/guardians**
  - Example: giving the report card overviews to students to bring home in their backpacks
  - Example: presenting parents/guardians with a copy of the report card overview during parent-teacher conferences
- Via U.S. mail**
  - Example: sending the report card overview and cover letter on its own or along with other important district or school notifications (e.g., newsletters, student report cards or progress reports)

NOTES:

*The district or school must ensure that electronic communications are standard practice and the preferred method of communication for its families. In addition, hard copies must be provided to those families who do not have access to the internet or to email.

**Printed copies of the report card overview must be provided. Providing only the website address does not fulfill the distribution requirement.

Distribution requirements

Requirement 2: On district and school websites

In addition to distributing report cards as described on the previous slide, the school and district should prominently display or link to report cards on its website(s)*

- Example: the district posts a PDF version of both the district report card overview and complete report card to its website, or includes a direct links to both reports located on ESE's School and District Profiles website

- Example: the school posts a PDF version of both the school report card overview and complete report card to its website, or includes direct links to both reports located on ESE's School and District Profiles website

*NOTE: Providing electronic access to report cards solely on the district or school website does not satisfy distribution requirements. The district should also prepare report cards for distribution in a manner consistent with Requirement 1 on the previous slide.

Distribution requirements

Requirement 3: In local community centers

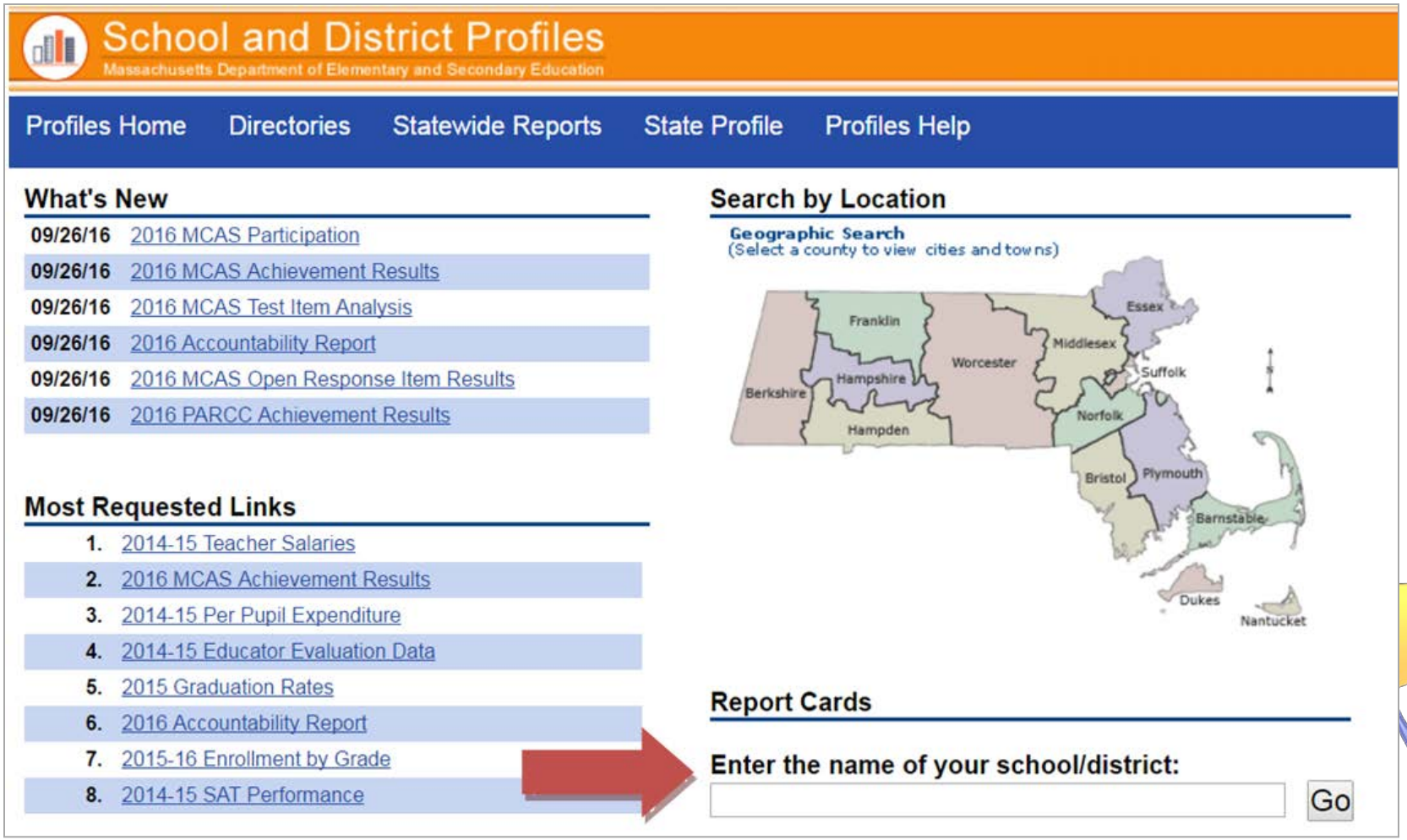
Hard copies of both the report card overview and complete report card should be on record in public places where parents/guardians and other stakeholders have access to them:

- public libraries
- town or city hall
- parent centers
- community centers

Districts should reach out to local community centers to determine the best method for sharing this information at each location

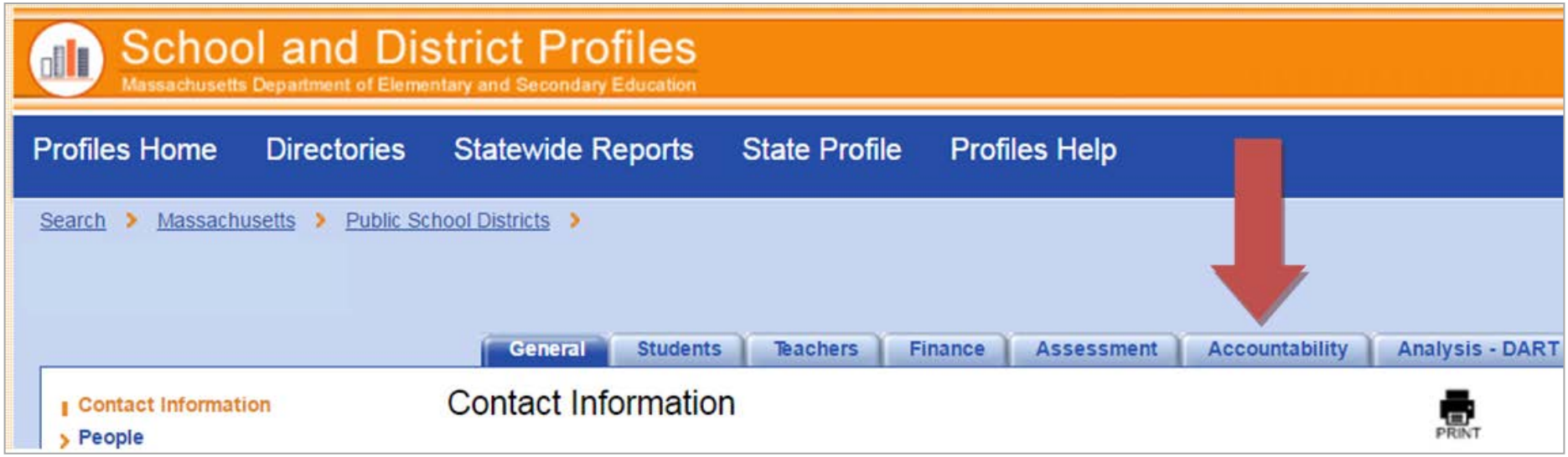
Accessing report cards – Option 1

Search for a report card or report card overview from the School and District Profiles website homepage



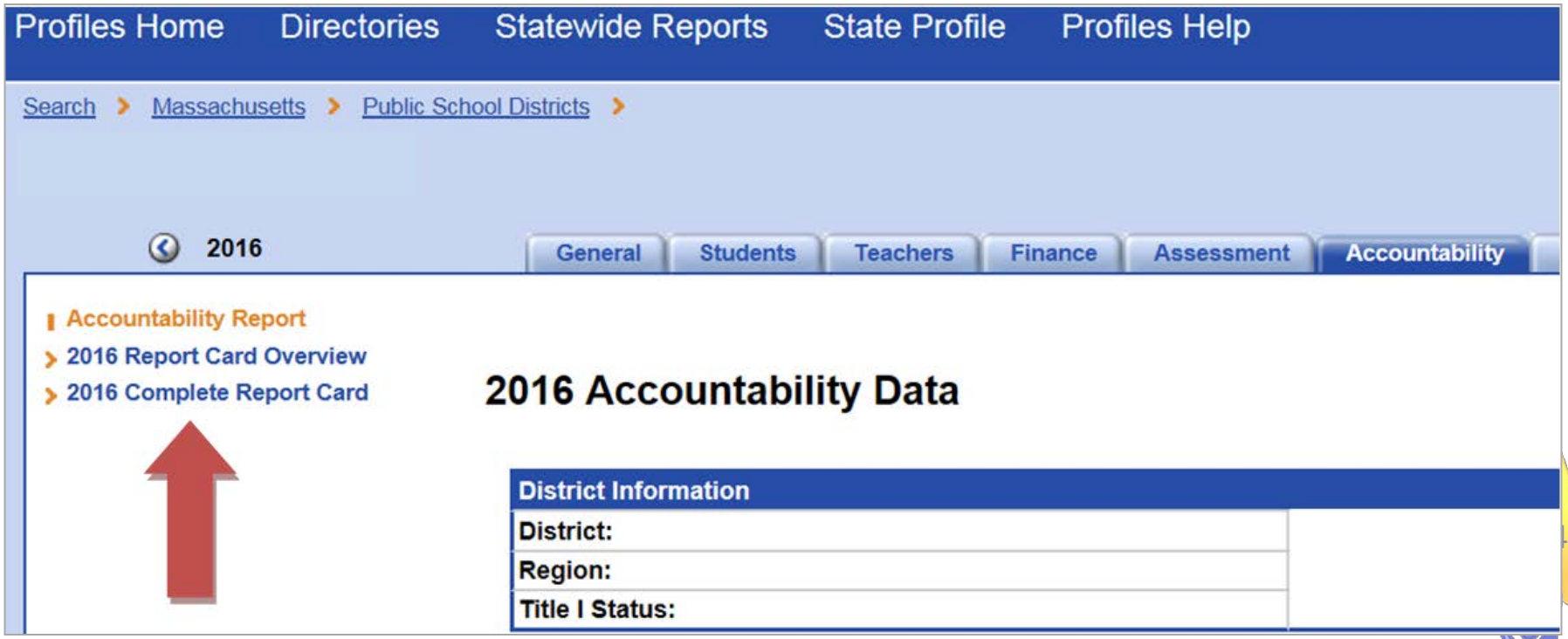
Accessing report cards – Option 2

Step 1: Find the organization's profile on the ESE's School and District Profiles website, and click the *Accountability* tab



Accessing report cards – Option 2

Step 2: Click on the *2016 Report Card Overview or 2016 Complete Report Card* link that appears to the left of the district or school's accountability report



Printing or saving reports

Use the icons to print the report or save a PDF version in order to prepare for distribution

Timeline

- ESE released 2016 report cards in November 2016
- For the 2016-17 school year, ESE asks that schools disseminate school report cards to families by the end of December 2016
  - Schools and districts may choose to distribute report cards to families along with other regularly scheduled material

Resources

Memorandum: Distribution of 2016 School and District Report Cards:
http://www.doe.mass.edu/news/news.aspx?id=23984

Sample Parent/Guardian Notification:
http://www.mass.gov/edu/government/departments-and-boards/ese/programs/accountability/reports/report-cards.html

School and District Profiles:
http://profiles.doe.mass.edu

ESE's Security Portal:
https://gateway.edu.state.ma.us

Questions?

http://www.mass.gov/edu/government/departments-and-boards/ese/programs/accountability/reports/report-cards.html

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