



SUPERINTENDENT OF PUBLIC INSTRUCTION

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April 15, 2003

Action Required
 Informational

MEMORANDUM NO. 24-03M LEARNING AND TEACHING

TO: Educational Service District Superintendents
Chief School District Administrators
School Principals
School Public Relations Professionals

FROM: Dr. Terry Bergeson, State Superintendent of Public Instruction

RE: Guidance on 2003-04 Report Cards under the
Elementary and Secondary Education Act

We have received numerous questions about the requirement under ESEA to “widely disseminate” Washington Assessment of Student Learning (WASL) report card information.

There are no significant changes from OSPI’s guidance to districts and schools last year. Report cards must be prepared and disseminated at the beginning of the 2003-2004 school year. OSPI will continue to provide districts and schools with the necessary data elements on the agency’s website via Education Profile: www.k12.wa.us/edprofile. OSPI’s website is currently undergoing a major “upgrade.” Please check back in June for improvements to the site and report card section.

To meet state and federal reporting requirements, districts and schools must annually publish the report card at the beginning of the school year and widely disseminate it to the community. Informing parents of options for accessing report card information and providing paper copies of the report card to families and community members, when requested, would meet this requirement.

We strongly recommend districts and schools consider taking the following steps:

- Use the OSPI website report card link as the main reporting tool. Districts and schools can elect to create their own report card format as long as they include all the required data elements.

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- Keep a paper copy of report card information in a central location at the district office and at each school building.
- Make reference to the report in newsletters or other publications you distribute to parents and the public. Direct them to the information on OSPI's website that is specific to your district or school.
- Send postcards or letters to parents notifying them of the online availability of the report card.
- Inform the media of the availability of your district or school report card. OSPI will also highlight the availability of this information when WASL scores are released this fall.
- Inform parents of free access to the OSPI website through computers at local libraries.

Districts and schools may continue to use pre-existing report cards to fulfill the ESEA reporting requirements as long as they:

- (1) Include the results from the previous spring's assessments.
- (2) Make the information available at the beginning of the school year.
- (3) Include all information required under ESEA and state reporting requirements. State requirements are detailed in RCW 28A.655.110.

Federal requirements are detailed on OSPI's website at:

<http://www.k12.wa.us/ESEA/pubdocs/Reportcardchecklist.pdf>.

OSPI continues to update the data as it becomes available.

State requirements include annual reporting but do not specify a time of year that the report must be issued. Therefore, OSPI encourages districts and schools to produce one report card that fulfills both the state and federal requirements.

For further information, please contact Sylvia Reyna, Chair of the ESEA Report Card Committee, 360.725.6154.

LEARNING AND TEACHING

Mary Alice Heuschel
Deputy Superintendent

Bob Harmon
Assistant Superintendent for
Special Programs

TB: kh