

SAMPLE TEACHER LETTER

Date _____

Dear _____:

The Progress Report enclosed is our **Standards-Based Progress Report**. This Progress Report is designed to provide you with specific information about your child's progress towards achieving the **learning standards** from our state and district. A standard is a common learning goal that all students are expected to know or be able to do. Working to ensure each student meets standard is the focus of our school's work.

The Progress Report does not compare students to each other; it compares student's progress to an end-of-year grade-level expectation. Your child's teacher will report on student progress at the end of each of the semester reporting periods during the school year: January and June.

Each semester Progress Report indicates how your child has done on what was taught and evaluated by the end of the semester. A "3" does not mean the student met the standard for the end of the year, but rather has met the expectations for the learning assigned so far. It is also important to keep in mind that concepts in areas of the curriculum are often increasingly challenging as the year progresses and new topics are taught in various curricula areas; therefore, a score of "3" each successive trimester would indicate that the student is on target for achieving the standard by June.

Here are some guidelines used for giving a '1,' '2,' '3' or a '4':

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| What is a '1': | A '1' means the student is far below the expectations for this semester. |
| What a '1' is not: | A '1' does not mean that the student has not made any progress, but has a long way to reach to meet expectations for that semester. |
| What a '2' is: | A '2' means the student is approaching the performance expectations at this time. Almost there. |
| What is a '3' is: | A '3' means the student is consistently meeting the grade-level expectations for that trimester - a cause for celebration! |
| What a '3' is not: | A '3' is not for a student who is almost there; just a little longer and they will have it. This student would be a '2'—approaching standard for this semester. |
| What is a '4' is: | A '4' means the student is consistently working in that curriculum area at least one-year above grade level expectations . |
| What a '4' is not: | A '4' is not for a student who did extra "level-3 grade level" work for extra credit, or got 100% on tests made up of all level-3 items. Without evidence that the student's work exceeds the grade-level expectations by one-year, the student would receive a '3'. |

On a more personal note, *I hope that all of you are enjoying the school year*. Please encourage your students to spend some time reading one of their favorite books and practicing their math facts.

Sincerely,

Teacher