

Sample Cover Letter (English)

[Date]

Dear Parent,

Attached you will find a copy of the State of Texas 2014–15 School Report Card for [name of school]. This is a report 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.

The information contained in the School Report Card is required by state law and is briefly described in the enclosed “2014–15 School Report Card Definitions.” The report for our school may or 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 and socio-economic status of the students and must include at least two years of results.

The School Report Cards can be found online at
<http://tea.texas.gov/perfreport/src/index.html>

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