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**[princi\_elem] [principals] Parent Communication Coming Soon: State School Report Cards & State Testing Information**

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**From :** Kerry Delf <delf\_k@4j.lane.edu>

Wed, Nov 25, 2015 12:22 AM

**Sender :** princi\_elem-bounces <princi\_elem-bounces@4j.lane.edu>

**Subject :** [princi\_elem] [principals] Parent Communication Coming Soon: State School Report Cards & State Testing Information

**To :** principals@4j.lane.edu, assist\_high <assist\_high@4j.lane.edu>, assist\_midd <assist\_midd@4j.lane.edu>, secret\_high <secret\_high@4j.lane.edu>, secret\_midd <secret\_midd@4j.lane.edu>, secret\_elem <secret\_elem@4j.lane.edu>

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**To: All 4J School Principals & Secretaries**

**Re: State School Report Cards & State Testing Information**

This message is to alert you that information about state testing and school report cards will be sent to families in mid-December. This is a state-mandated parent notification. The Communications Department fulfills the requirements by communicating to families of students at all 4J schools. (Note, charter schools and alternative education providers send their own information.)

**Topics:** The district communication will include three items:

- 1 – Your school's state report card
- 2 – The district's state report card
- 3 – The state's notice about state testing and opt-out form (this is a new requirement due to HB 2655, passed by the Oregon Legislature last spring)

**Communication method:** We will send these items via email to all families for whom we have an email address. These emails are sent through the autodialer system and will appear to have been sent by your school. We will also send an autodialer phone message to families to notify them that they can find the report cards and state testing information online or at school.

**Spanish:** Our Spanish-speaking families (those with a Spanish language designation in Synergy) will receive the phone message, email, and attached materials in Spanish.

**Content:** The materials that will be sent likely are already familiar to you. Schools reviewed the state school report cards in late summer and they were published by ODE in October. ODE sent out the state testing and opt-out information in early November. I will send you a copy of the parent message when it goes out, so you will know the exact message they receive.

If you'd like to review the materials again before they are sent to your families, they are available here:

- State school report cards: <http://www.ode.state.or.us/data/reportcard/reports.aspx> – Under District Selection, find the drop-down menu and select Eugene SD 4J. You'll see the district card first, then the school cards. When you find your school, click on the "English Report Card" link in the top line, which should be for 2014–15. The report cards are available in English and Spanish.
- State testing notice and opt-out form: <http://www.ode.state.or.us/superintendent/priorities/opt-out-final.pdf> – These materials also are available in other languages.

The information also is posted on the district website at:

- <http://www.4j.lane.edu/2015/10/state-school-report-cards-2015>
- <http://www.4j.lane.edu/instruction/smarter-balanced-assessments/>

**Expectations for schools:** Your school will receive some hardcopies to have on hand in the school office. Please be prepared to provide these materials upon request; if you run low, you may print more on demand or request an additional supply from the Communications Department. You also will be provided with information you may

share in parent emails and school newsletters if you wish. You are not required to send anything to parents, as the state mandate will be fulfilled by the district communication.

If you have any questions, please let me know.

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