Date XX, 2021

Dear Educators,

Thank you for stepping up time and time again during the COVID-19 pandemic to care for and educate our students under challenging circumstances. Your efforts required tremendous personal sacrifice, and I am grateful and in awe of everything our district’s educators have done to support our students during this unprecedented time.

I’m writing because this week represents a new milestone in [DISTRICT]’s ability to recover and create a stronger and more equitable education system with the release of state assessment scores from [NAME OF TEST]. The release to schools and parents is important because the findings will help us all identify areas in the short and long term where we need to accelerate learning opportunities for all students amid COVID-19 recovery.

As we consider the findings, please be mindful that they will not in any way be used to judge educators. Instead, I am confident that what we learn can be used to help educators like you better understand the needs of your students so we can all more effectively support them. Administration of the assessment is just one of a number of strategies we are employing to better understand the academic needs of our students. Others include [INSERT OTHER STRATEGIES].

[IF POSSIBLE, ADD GRAF WITH EXAMPLES OF HOW THE SCORES WILL BE USED TO MATCH RESOURCES FROM FEDERAL RECOVERY FUNDS TO STUDENT NEED OR PROVIDE EXAMPLES OF HOW THAT’S BEEN DONE IN THE PAST.]

[OPTIONAL IF TRUE] Even though the state’s participation rates are lower than in past years, the assessment results present an opportunity (in combination with the aforementioned data) to inform the type of supports students need to be successful. We owe it to students to use every piece of information we have to help them succeed.

[OPTIONAL IF TRUE] The results show significant academic gains. This could be due to a number of reasons, including decreased and/or uneven student participation rates, and does not present a whole picture of academic performance during the COVID-19 pandemic.

* ALT: The results show the percent proficient increased in this year’s tests. This could be due to a number of reasons, including decreased and/or uneven student participation rates, and does not present a whole picture of academic performance during the COVID-19 pandemic.

[OPTIONAL IF TRUE] When reviewing the findings, it’s important to note that participation rates among students taking the state assessment were so low that we caution against drawing conclusions about student performance statewide. However, we can still glean helpful information by looking at performance at the school, district, and state levels.

If you have any questions, please do not hesitate to reach out to your school administrators.

Thank you again for your continued service to our students.

Together for students,

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