Sample Cover Letter (English)

[Date]

Dear Parent,

Attached you will find a copy of the State of Texas 2022-23 School Report Card for [name of school]. This report is 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®), College, Career, and Military Readiness, as well as information on student enrollment, class size averages, and financial expenditures.

Due to judicial proceedings, the release of the 2023 School Report Card was significantly delayed. Alongside our 2023 School Report Card, we encourage you to visit TXschools.gov to learn more about our school’s performance in the 2024-2025 school year.

The information contained in the School Report Card is required by state law and much of the technical language used is defined and described in the enclosed “2023 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 socioeconomic status of the students and must include at least two years of results.

The School Report Cards can be found online at [TEA School Report Card](https://rptsvr1.tea.texas.gov/perfreport/src/src_srch.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 [Texas Academic Report Cards.](https://tea.texas.gov/texas-schools/accountability/academic-accountability/performance-reporting/texas-academic-performance-reports)

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