



LOS ANGELES UNIFIED SCHOOL DISTRICT

REFERENCE GUIDE

TITLE: School Report Card

NUMBER: REF-5373.6

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ROUTING
Local Districts
Principals
Other Site Administrators

PURPOSE: This Reference Guide presents instructions for schools and Local Districts to prepare schools for the 2015-16 School Report Card release, scheduled for the week of January 23 for all schools. The School Report Card is a tool to facilitate conversations among schools, families, and communities around student achievement and school/classroom climate.

MAJOR CHANGES: This Reference Guide replaced REF-5673.5 posted on December 14, 2015. It contains updates to the webpages listed therein.

INSTRUCTIONS: I. BACKGROUND

The district's first annual School Report Card (SRC) was published in January 2009. Like the state's School Accountability Report Card (SARC), the SRC provides parents and community members a profile of key indicators using the previous school year's data for each school. The SRC also includes school-level metrics from the LAUSD's Local Control and Accountability Plan, which measures progress for three student subgroups across multiple performance indicators. The subgroups are English learners, socioeconomically disadvantaged students, and foster youth.

The SRC contains data on each school's progress on the five District Performance Goals: 100% Graduation; Proficiency for All; 100% Attendance; Parent, Community and Student Engagement; and School Safety.

II. SCHOOL RESPONSIBILITIES

1. Distribute School Report Cards (SRCs).

The 2015-16 SRC will be available online at getreportcard.lausd.net on November 14, 2016. Schools will receive their paper SRCs between January 17th and January 20th, 2017. It is recommended that parents receive their SRCs beginning the week of January 23rd in coordination with the required School Report Card parent workshop and distribution of



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

the 2016-17 School Experience Surveys. SRCs are available in English, Spanish, Tagalog, Farsi, Chinese, Russian, Eastern Armenian, Korean, or Vietnamese (based upon parents' preferred language of correspondence). Each school site will receive additional copies of their SRC in the languages spoken at their school and one copy in English for each classroom teacher. SRCs in each language will also be available online by selecting "Get a Report Card" at getreportcard.lausd.net.

a. All Schools

Students in all schools will be asked to backpack their SRC home to their parents. Each school principal should appoint a staff member at the school to be the main point person for ensuring that SRCs are delivered to parents on schedule. All SRCs are scheduled to arrive at school offices between January 17th and January 20th, 2017.

b. Elementary Schools

The packages delivered to elementary schools will have stacks of English and Spanish School Report Cards sorted by classroom. SRCs in other languages will be packaged separately. For those languages, the point person will have to distribute SRCs by the student/teacher names posted on each card. One copy of the School Report Card will be printed for each family at your school. For families with multiple students at your school, the SRC will be assigned to the oldest child at your school.

c. Secondary Schools

At middle and high schools, SRCs will be distributed to the students through their homeroom teacher. If schools do not have homeroom periods, SRCs will be packaged for the 2nd period teacher. Each secondary school principal should appoint a staff member at the school to be the main point person for ensuring that the school is prepared to provide copies to parents requesting a report card in any of the languages spoken in the school. The packages delivered to secondary schools will have stacks of English and Spanish School Report Cards sorted by classroom. SRCs in other languages will be packaged separately. For those languages, the point person will have to distribute SRCs by the student/teacher names posted on each card.



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

d. All Teachers

During the week of January 23rd, each teacher should distribute SRCs individually to students to take home to their parents or guardians. Teachers who interact directly with parents may opt to deliver the SRCs personally to parents.

The principal and others at the school may opt to conduct a special parent event to deliver and discuss report cards to parents during the month of January at a time they can attend. Should they choose this option, remaining School Report Cards not distributed to parents at these parent events should be provided to students whose parents did not attend. Extra report cards for students no longer at the school should be returned to the point person.

2. Inform parents about the SRC.

Schools should take steps to ensure that a) their parents are informed that the SRCs will be available to all parents beginning January 23, 2017; and b) that their staff members, primarily teachers, are prepared to answer questions parents might have about the information on the SRC. In addition to the suggestions found in the SRC Toolkit (available through the Tools for Schools link on the Parent Community Parent and Student Services Branch webpage) we recommend the following steps a school may take to meet these objectives:

- a. Send an automated voice message to all households about the upcoming release of the SRC using the Connect-ED system.
- b. Encourage School Site Councils, the School Leadership Council, ELAC, other groups that provide parent leadership to include notifications about the SRC on their agendas.
- c. Include the SRC as a discussion item during forums designed to involve parents with the school.
- d. Provide notifications about the SRCs in events that generally attract large numbers of parents on campus.
- e. Include text about the SRC in newsletters or other literature the school distributes to inform parents about school activities.

III. LOCAL DISTRICT (LD) RESPONSIBILITIES

1. Maintain communication with each school to ensure the SRC is distributed and publicized.



LOS ANGELES UNIFIED SCHOOL DISTRICT

REFERENCE GUIDE

Each Local District should ensure that schools have a main point person in charge of distributing the SRC. Through existing means of communicating with each school, the LD should include regular contact about the SRC to ensure that ALL schools have received and distributed their report cards, that schools are able to respond to parents' request for any additional report cards, and that all schools are taking steps to educate parents about the SRC.

IV. TIMELINE

The following is a summary of the responsibilities of the principal and the corresponding due dates:

Responsibility	Date
Principal Preview Period Elementary, Middle and High Schools, Options Schools, Special Education Centers, and Primary Centers	November 14 – 30, 2016
Distribute SRCs to classrooms by the student/teacher names posted on each card.	Week of January 23, 2017
At all schools, ensure each family receives a report card	Week of January 23, 2017
Prepare your school to engage parents around the report card, for example at a School Report Card parent workshop	Ongoing

RELATED RESOURCES:

School Report Card website: <http://achieve.lausd.net/schoolreportcard>

ASSISTANCE:

For assistance, contact the School Report Card team at (213) 241-5600 or e-mail reportcard@lausd.net.