

BALTIMORE COUNTY PUBLIC SCHOOLS

S. Dallas Dance, Ph.D., Superintendent

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TO: Principals

FROM: Dr. Russell Brown, Chief Accountability and Performance Management Officer

DATE: June 2, 2017

SUBJECT: Distribution of the 2016 Maryland Report Card – Individual School Performance Reports (as required by The Elementary and Secondary Education Act (ESEA))

Summary

The Elementary and Secondary Education Act (ESEA) requires each school district to prepare and distribute school system and individual school reports. The law is very specific about the distribution of these annual report cards for the state, school systems, and schools, and requires that individual school reports are distributed to parents. This report is for the 2015 – 2016 school year.

The 2016 School System and Individual School Performance Reports were received from the Maryland State Department of Education (MSDE) this week. We appreciate you making this a priority as they must be sent to parents by **Tuesday, June 13, 2017.**

Action Required

- By **Tuesday, June 13, 2017**, the 2016 school report must be made available to all parents/guardians. As per MSDE's requirements, principals are required to choose one or more of the following options for distribution:
 - E-mail the individual school report to all parents/guardians.
 - Send hard copies home with students.
 - Place your school's 2016 School Performance Report on the school's website. Then, inform all parents/guardians via e-mail or Connect-ED that the report is available on the website and make hard copies available at the school.
- By **Tuesday, June 13, 2017**, please inform DRAA as to which method was used to make the report available to all parents/guardians by clicking on this [link](#).

Accessing the Report

- Log on to <http://reportcard.msde.maryland.gov/printreports/2016/index.html>
- Locate the Baltimore County reports on the right-hand side. 03-Baltimore County
- Under *Parent Reports*, click English. (It may take up to one minute for the file to download.)

Principals

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- Locate your school by your school's ID number. (For example, the ID number for Arbutus Elementary is **1302**. The report for Arbutus Elementary is identified as 03**1302**_2015ReportCard.pdf. The school system's ID number '**03**' is identified at the beginning of each PDF *before* each school ID number.)
- Repeat this process for the reports in Spanish, French, Korean, Vietnamese, and Chinese.

Who to Contact

- Questions should be directed to the Office of Performance Management, at 443-809-3238 or via e-mail at opm@bcps.org.

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cc: Dr. S. Dallas Dance, Superintendent
Ms. Michele Prumo, Chief of Staff
Ms. Verletta White, Chief Academic Officer
Ms. Karen Blannard, Community Superintendent, Zone 4
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