

SAMPLE: PARENT LETTER —School Performance Grades of D or F
Low Performing School

(Insert School Address)

(Insert Date)

Dear Parent/Guardian,

Legislation (G.S. §115C-83.15) passed during the 2013 long session of the North Carolina General Assembly provides parents with an additional measure of school performance in the form of School Performance Grades. Beginning with the 2013–14 school year, the annual North Carolina School Report Cards display a letter grade of A, B, C, D, or F for each school in the state.

The School Performance Grades are based 80 percent on our school's achievement score (student proficiency) and 20 percent on students' academic growth. At *(Insert school name here.)*, our achievement score for the 2025-2026 school year is based on how well our students performed on *(Insert appropriate measures here based on your school's grades. Include the following tests as appropriate: Grades 3–8 Mathematics, Grades 3–8 English Language Arts/Reading, Grades 5 and 8 Science, NC Math 1, NC Math 3, English II, and Biology, and additional indicators including English Learner Progress, ACT/ACT WorkKeys, Math Course Rigor, and the 4-Year Cohort Graduation Rate).*

The purpose of this letter is to inform you that *(Insert school name here)*, has been designated as a low performing school by the North Carolina State Board of Education. As defined in G.S. 115C-105.37: "The State Board of Education shall identify low-performing schools on an annual basis. Low-performing schools are those that earn an overall school performance grade of D or F and a school growth score of "met expected growth" or "not met expected growth" as defined by G.S. 115C-83.15."

(Insert school name here) received a School Performance Grade of *(Insert letter grade of D or F here)* and a growth designation of *(Insert Met or Did Not Meet here.)* for the 2025-2026 school year. Although we are committed to improving this score, it is important to remember that just as no one single score or grade tells the whole story of a student, neither does it tell you everything about the performance of a school or the opportunities that our school provides. *(List programs that make your school special.)*

As a low performing school, we are required to develop an improvement plan that specifically addresses how the school will improve both the school performance grade and school growth score. The plan will also include how the superintendent and other central office administrators in the district will work with us and monitor the progress of our school. We are already engaged in the work of refining our plan and will present the plan to our school board at their next meeting, *(Insert date, time and place of the local school board meeting)* where the plan will be presented for approval. The final plan will be available for review *(Insert school's website or district's website).*

One of our top priorities for 2026–2027 is to improve our School Performance Grade. There are a number of key programs we have in place to help improve student performance. These include:

- *(bullet improvement plan here and provide a brief summary of each initiative)*

We hope you will closely follow your student's academic progress and work with his or her teacher(s) to help ensure they stay on track academically. Working together as a team, we can improve not only how well our students are performing individually, but how our school is performing as a whole. There is nothing more important to administrators and teachers at *(Insert school name here.)* than ensuring students are ready for the next step in their academic careers. I look forward to working with you to make sure your student is on track for success.

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If you have any questions or concerns regarding our School Performance Grade and how we plan to improve, please don't hesitate to contact (*Insert appropriate contact info here.*).

Sincerely,

(Principal's Signature)