

**TO HELP YOU UNDERSTAND
THE INFORMATION IN THIS APPLICATION
PLEASE READ THE FOLLOWING LETTER**

September 19, 2003

Dear District or Charter School Administrator:

The following pages contain AZ LEARNS Achievement Profile information for all of the schools in your district or charter. You will see the following information:

- **Whether the school is scheduled to receive an Achievement Profile.**
- **If a school is not scheduled to receive an Achievement Profile they will be listed as not to be evaluated with the reason provided (e.g., not a school, K-2 school).**
- **The grades that will be used to evaluate each school. Grades will be listed as:**
 - **Will be evaluated**
 - **Pending decision**
 - **Will not be evaluated**
- **Data available for each school**

Both school information as well as Achievement Profile information will need to be verified. School level information will need to be verified and if necessary changed, i.e., doesn't offer grade(s), new school, school is closed. Achievement Profile data verification will provide each school the data that will be used to calculate the Achievement Profiles.

Schools are required to verify both school level information as well as the data used to calculate Achievement Profiles. **Schools failing to complete the data verification process in its entirety by the deadline, 5:00 PM Wednesday October 1, 2003, will forfeit their right to appeal the Achievement Profile at a later date.** If you have any questions about this process or the Achievement Profiles, please send an email to achieve@ade.az.gov.

I appreciate all of the cooperation my staff and I have received from districts and charters during this process. If you have any questions, please contact me or my staff at achieve@ade.az.gov or (602) 542-5151.

Sincerely,

Ildiko Laczko-Kerr, Ph.D.
Deputy Associate Superintendent of Research and Policy