

EFFECTIVE WRITING AND DATA ANALYSIS FOR A SCHOOL-BASED APPLICATION

Northgate Elementary School has previously earned and maintained a school grade of A. However, the grade recently dropped from an A to B. Using the table of school data below, write a letter to the parents from the principal explaining the reason for the recent grade-letter drop, and assure them that the school is continuing its focus on academic quality. The letter should include a description of how the principal plans to regain the school's A-grade status.

School	School Year	Grade	% Meeting High Standards in Reading	% Meeting High Standards in Math	% Meeting High Standards in Science	% Meeting High Standards in Writing	% Making Learning Gains in Reading	% Making Learning Gains in Math	% of Low est 25% Making Learning Gains in Reading	% of Low est 25% Making Learning Gains in Math	Points Earned (Sum of Previous Columns)	% Tested	% Free and Reduced Lunch	Minority Rate
Northgate Elementary School	2006-2007	B	80	78	45	74	60	82	42	70	531	100	56	45
	2005-2006	A	79	76		85	71	71	66		448	100	55	42
	2004-2005	A	75	77		82	67	81	65		447	100	53	42
	2003-2004	A	77	79		86	68	82	68		460	100	46	35
	2002-2003	A	80	75		72	67	87	67		448	99	NA	NA

Grading Scale from 2006–07 on: A = 525 or more B = 495–524 C = 435–494 D = 395–434 F = less than 395 I = Incomplete
 Grading Scale prior to 2006–07: A = 410–600 B = 380–409 C = 320–379 D = 280–319 F = 0–279 I = Incomplete