

**SCHOOL ACCOUNTABILITY REPORTS (SAR) FOR 2007
DISTRICT 11 TIMELINE**

Tuesday, November 20	<p>School ratings released to the Superintendent. AERO provided copy of SAR to Executive Directors of Student Achievement.</p> <p>All information is embargoed until Wednesday, December 5, 2007 at 11 a.m.</p>
November 26 - 28	<p>Memos drafted for distribution of SAR Information to schools in coordination with Dr. Terry Bishop, Superintendent. Summary information prepared for the Board of Education.</p>
Wednesday, December 5	<p>Ratings for all schools will be released to the press and all SAR data placed on the State website.</p>
Thursday, December 6	<p>Presentation/Discussion at Principals' Meeting</p>
Friday, December 7	<p>Schools need to decide whether they will mail SAR reports to parents or send them home with students.</p> <p>Schools that want to mail SAR Reports need to order (by email) envelopes from Production Printing. Envelopes will have preprinted return addresses and pre-stamped postage which will be paid by the Educational Support Services. Postage will be sufficient for mailing the equivalent of the SAR plus 6 sheets of 8 ½ x 11 paper of 20 pound weight.</p> <p>Schools that request envelopes have the ability to print mailing labels and send them to Production Printing, you may also request mailing labels from Information Services 520-2349. Requested mailing labels will be sent to Production Printing.</p>
Friday, December 14	<p>Schools that have requested envelopes and mailing labels have two options:</p> <p>Option 1 – Schools that choose to stuff and mail the envelopes will pick up envelopes and mailing labels at Production Printing on this date.</p> <p>Option 2 – Schools that choose to have Production Printing stuff and mail the envelopes must have the contents to Production Printing by this date. Please call Production Printing to arrange for this process. (Schools may not have SARs by this date. Schools should send SARs to production printing as soon as they arrive at school).</p>
December 5 - 15	<p>State will send SAR Reports directly to schools.</p>
December 17 - 21	<p>Schools will send SAR Reports to parent(s). If schools want to send the SAR Reports on dates other than December 17-21, they must obtain approval from their Executive Director.</p> <p>The following should also be included with the SAR Report that is sent to parents:</p> <ul style="list-style-type: none"> • Letter from the Principal (Sample Provided by AERO). • SAR Questions and Answers 2007 (State version or District retyped)

After the process is complete, please send your Executive Director a copy of what you provided to your community. Additionally, Executive Directors of School Leadership need to know the date sent to the community and whether the SAR Reports were sent by mail or via students.