Annual Education Report Cover Letters

The AER produced for your district and school(s) provides all the information required by the Every Student Succeeds Act (ESSA) that the state has collected in its systems. AER also includes the achievement data on state administered assessments required by state law (PA-25). However there is some information required by ESSA or PA-25 that is not currently collected in a state system and is therefore not included in AER. The Michigan Department of Education (MDE) has developed cover letters to assist you in meeting these remaining reporting requirements.

The attached template cover letters contain the remaining required information that must be presented to your parents and community required by federal law. If your LEA decides that it is also going to use this single process to meet the state PA-25 requirements, additional information will need to be included as specified in the school cover letter.

Schools and districts must report designations of Comprehensive Support and Improvement (CSI), Targeted Support and Improvement (TSI), and Additional Targeted Support (ATS) on school and district cover letters. To access lists of CSI, TSI, and ATS schools, visit www.michigan.gov/mde-accountability and select the relevant list under the General Information section.

District Cover Letter: This letter is appropriate only for local educational agencies (LEAs) that have more than one school. If your LEA only has one school, you need not use the district AER nor the district cover letter, you would use the school's AER and school cover letter template.

School Cover Letter: Each school must prepare a cover letter to their own AER.

- Click here to download the District template in English
- Click here to download the School template in English
- Click here to download the District template in Spanish
- Click here to download the School template in Spanish
- Click here to download the District template in Arabic
- Click here to download the School template in Arabic