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CHRISTOPHER N. RUSZKOWSKI
SECRETARY OF EDUCATION

SUSANA MARTINEZ
GOVERNOR

September 10, 2018

MEMORANDUM

TO: Public School Superintendents, Charter School Administrators, and District Test Coordinators

FROM: Christopher N. Ruszkowski, Secretary of Education

Handwritten initials "CR" in a circle.

RE: Parent & Family Engagement: Required Distribution of Individual Student Reports (ISRs)

This memorandum is a follow-up communication to the *Embargoed and Confidential: 2018 Student Achievement Results* memorandum distributed on July 11, 2018.

This communication serves as a reminder that districts and charter school staff are required to distribute Individual Student Reports (ISRs) to parents and families within 30 days of receipt per 6.19.9 NMAC, Early Literacy Remediation, Interventions, and Family Engagement which went into effect on July 24, 2018. By now, all districts and charters should have received the printed versions of their Partnership of Assessment of Readiness for College and Careers (PARCC) Individual Student Reports (ISRs). As we continue our statewide parent and family engagement efforts, this is a powerful tool in talking about our students' academic progress.

In the coming weeks, the New Mexico Public Education Department (NMPED) will be conducting random local audits/reviews with schools and families to ensure ISRs have been distributed and received. Districts should be prepared to discuss how that information was shared with families in a timely manner.

For assistance with ISR downloads online, please contact Statewide Assessment Customer Service at 1-888-493-9888. If you have questions related to best practices regarding parent and family communication, please contact Gloria Ruiz at gloria.ruiz@state.nm.us.

cc: Debbie M. Rael, Deputy Secretary, School Transformation, NMPED
Icela Pelayo, PhD, Acting Deputy Secretary, Teaching & Learning, NMPED
Ashley R. Eden, Chief of Staff, NMPED
Jane Henzerling, Assistant Secretary, Policy, Innovation, Measurement, and Options for Parents & Families, NMPED
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