<**Date of Submission**>

Ed Mitzel

Executive Director

Maryland State Department of Education

Division of Career and College Readiness

Office of Leadership Development and School Improvement

200 W. Baltimore Street

Baltimore, MD 21201

Dear Mr. Mitzel:

This letter is to inform you that the 2020-2021 Principal Effectiveness Evaluation results for <insert **Local School System Name**> was uploaded to the designated Maryland State Department of Education (MSDE) server. The information below will provide important context for these results.

Following the guidance outlined in the data collection manual, the uploaded results include student growth measures weighted at (<insert **Percent of Model**>%) and professional practice measures weighted at (<insert **Percent of Model**>%). The evaluation of professional practice was conducted according to the <insert name of **Local School System Evaluation Framework**>.

Our school system has <insert **number of principals [and other administrators if applicable] who did not receive an evaluation rating**> who were not evaluated due to <**Reasons for no evaluation**>.

Our school system utilized the following cut scores for our effectiveness ratings:

|  |  |  |  |
| --- | --- | --- | --- |
| Rating | Professional Practice Minimum Cut Score | Student Growth Minimum Cut Score | Total Effectiveness Minimum Cut Score |
| Highly Effective |  |  |  |
| Effective |  |  |  |
| Developing |  |  |  |
| Ineffective |  |  |  |

\*In the case the system does not employ a given rating, record N/A for the cut score.

If you have any questions, please contact <**Sender’s email**>.

Sincerely,

<**Signature**>

<**Signer’s Printed Name**>

<**Signer’s Position**>

 <**Signer’s School System**>

CC:

Katherine Stewart, Ph.D. Acting Coordinator of Data and Accountability, Office of Leadership Development and School Improvement, Maryland State Department of Education

Lori Ellis, Coordinator of Leadership Development, Office of Leadership Development and School Improvement, Maryland State Department of Education