*Subject: Help Us Build DC’s New School Report Card!*

Dear Friends,

[Name of Host] is hosting a facilitated discussion for parents and families to give input into DC’s new school report card. Our session will help us build the most user-friendly report card tool possible.

**What: DC School Report Card Parent Discussion Group**

**Where: [Location/Address]**

**When: [Date and Time]**

DC’s new school report card is a project led by the Office of the State Superintendent of Education (OSSE). It will bring together our city’s current school report cards into ONE tool for ALL schools (public and charter). Join us to share your thoughts on the tool’s design elements, such as layout and ways to visually represent data, to help us make decisions to build a tool that is as easy as possible to navigate and understand.

RSVP to this session by replying to this email or calling 202.XXX.XXXX. You can also learn more information about this project and other engagement opportunities at <http://www.osse.dc.gov/builddcsreportcard>.

DC’s school report card will make it easier for parents, educators, and policy makers to access information about schools. Your feedback is critical to helping OSSE build an effective tool.

We look forward to seeing you soon!

All the Best,

[Name of Host/Facilitator | Organization]